Student CAPP Handbook

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Handbook

Student CAPP

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Preface

This manual is the *CAPP Handbook*. It provides information needed by the administrative staff to track the progress of students toward degree or award completion. Functions such as creating and maintaining programs, areas, groups, compliance, adjustments, and curriculum rules are discussed. This documentation is used in conjunction with the *Student User Guide*.

How to Use This Manual

This manual is organized into the following chapters.

- Chapter 1, “Getting Started”, describes the basic structure of CAPP, provides navigation information, and lists validation forms associated with CAPP forms. It also includes a “quick start” sample procedure with step-by-step instructions for setting up a sample area and program, then creating and reviewing a compliance request based on the sample. This is helpful for people new to setting up CAPP programs.
- Chapter 2, “Common Concepts”, covers concepts and principles that are used throughout CAPP, such as reuse and rules.
- Chapter 3, “Setting Up Curriculum Rules”, describes how to set up your curriculum rules. It also includes complete form descriptions of the curriculum forms.
- Chapter 4, “Setting Up CAPP”, explains how to set up programs, areas, and groups. It includes step-by-step procedures for all setup tasks.
- Chapter 5, “Setup Forms”, provides complete form descriptions of all setup forms.
- Chapter 6, “Compliance Requests”, provides a thorough discussion of compliance requests. It also includes step-by-step procedures for creating, reviewing, and purging compliance requests.
- Chapter 7, “Compliance Forms, Processes, and Reports” provides complete descriptions of all compliance forms, processes, and reports.
- Chapter 8, “Adjustments”, covers adjustments to students’ requirements. It includes step-by-step procedures for making any kind of adjustment.
- Chapter 9, “Adjustment Forms”, provides complete form descriptions of all adjustment forms.
- Chapter 10, “WebCAPP”, covers setting up degree evaluation on the Web, including the associated form.

Related Documentation

In addition to the *CAPP Handbook,* the following documentation supports your work with CAPP:

Student User Guide—a user and reference manual for users of the Student System.

Course Request and Scheduling Handbook—a user manual which describes the batch registration scheduling process and programs.

Student Open Learning Registration Handbook —a handbook which describes non-traditional, non-part-of-term-based, registration processing.

Student Object:Access Reporting Guide— a user/reference manual for the Object:Access views for the Student System.

Student Release Guide—a document containing notes about a release of the product, including descriptions of the enhancements and other modifications in the new release.

Student Upgrade Guide—a technical guide to support your institution's conversion to the newest release.

GTVSDAX Handbook—a user/technical/reference manual describing the setup and use of the Crosswalk Validation Form (GTVSDAX), which is used with the Object:Access views.

Banner Getting Started Guide—a user/reference manual that describes the features and components of the Banner system and Banner Online Help.

Banner Documentation Bookshelf Getting Started Guide—a how-to manual directing the installation and maintenance of the Bookshelf.

General User Guide—a user's guide to the Banner General module, its functions and features.

General Technical Reference Manual—a technical reference manual for Banner general utilities.

Student TRM Supplement—an application-specific supplement for the technical reference material.

Security TRM Supplement—a technical reference manual for Banner security, for system administrator use.

How to Contact SunGard Higher Education

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Chapter 1 Getting Started

Welcome to Banner Curriculum, Advising and Program Planning (CAPP), a comprehensive module which offers flexible student tracking toward degree or award completion. CAPP helps you navigate through sometimes complex and diverse course requirements, giving you the ability to comprehensively track a student's progress toward a goal. Depending upon your institution, that goal could be a:

- Degree
- Certificate
- Diploma
- Another set of requirements

In the higher education world, this kind of student tracking is often referred to as *degree audit*. In CAPP, the processes of checking a student's progress against the requirements to meet a goal is specifically called *compliance*. Compliance processing takes the student's academic information and measures it against the requirements for the student's goal.

CAPP allows faculty advisors more time for advising, rather than spending hours plotting out a student's progress toward completion of a goal.

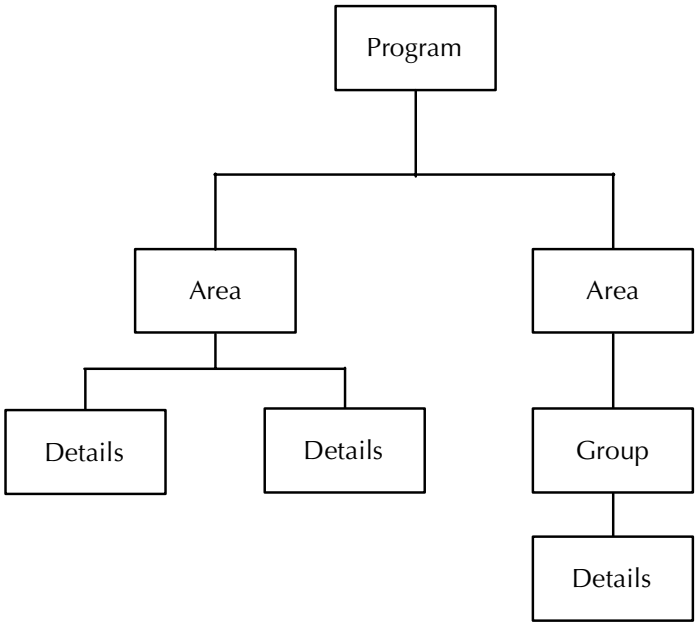
"What will it take for me to graduate? Am I on schedule? What if I were to change my major?" These are questions that are commonly asked by students; questions that CAPP can handle for you. CAPP is designed with the student population in mind. Students can obtain quick and accurate information that shows just where they are on their path to completing their goal.

This chapter covers the following topics:

- "Structure of CAPP" on page 1-2
- "Getting Around" on page 1-10
- "Validation Forms Reference" on page 1-15
- "Setting Up a Sample Area and Program" on page 1-19

Structure of CAPP

CAPP is composed of programs that are built in a hierarchical structure, as shown in the following illustration.

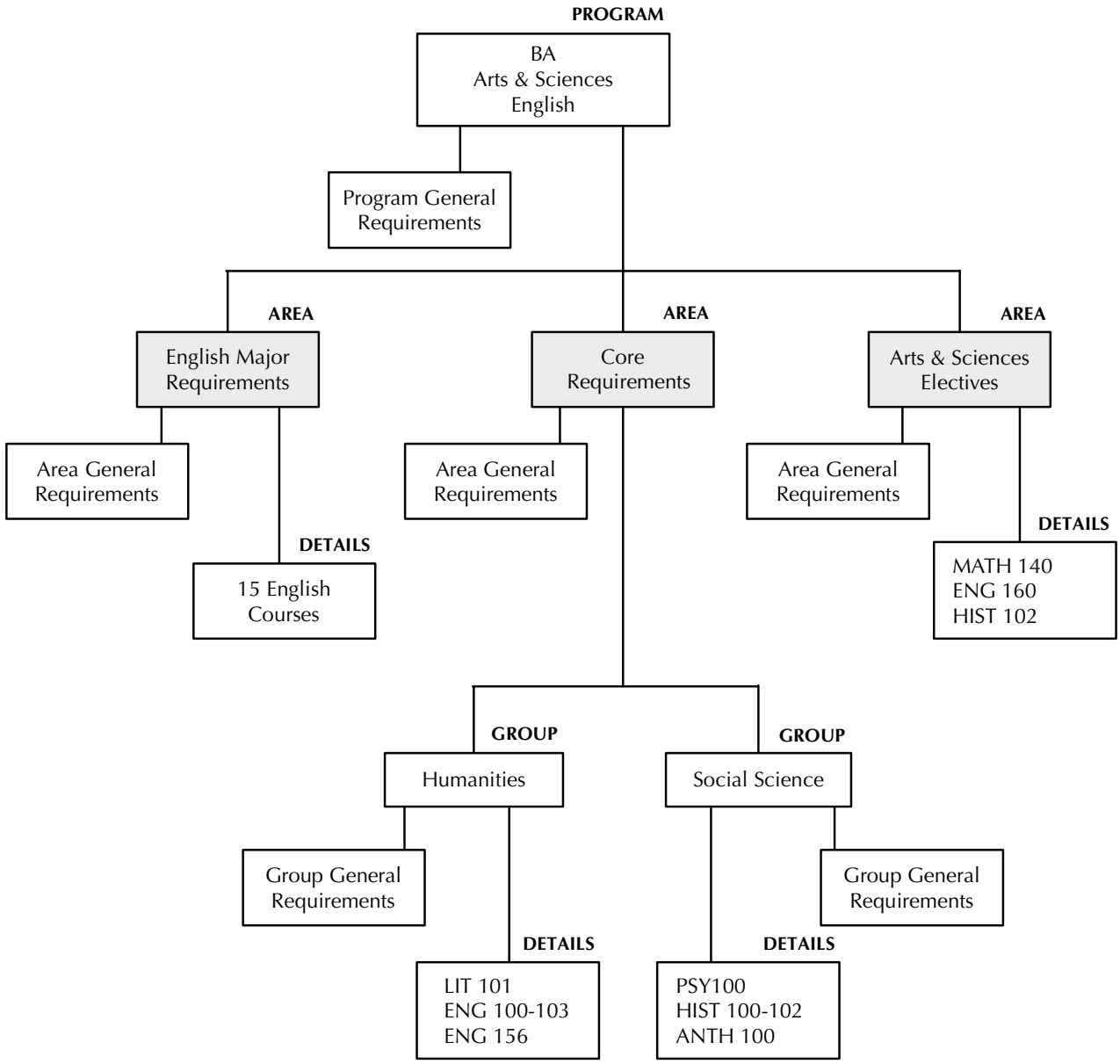


Programs are the highest level in CAPP, and each program corresponds to a specific academic goal, such as a degree, diploma, certificate or other goal defined by your institution. Programs can have a set of general requirements, such as:

- Minimum required number of courses and/or credits
- Minimum required courses and/or credits in residency
- Minimum GPA for the entire program
- Minimum grade for any course used to fulfill a program requirement
- Non-course requirements, such as a thesis or an internship.
- Required student attributes, such as *First-Year Student* or *Achieved Senior Status.*

Programs also have areas attached to them, and each area has its own requirements. In turn, areas can have detail requirements (such as specific courses) or groups that have their own detail requirements. See Chapter 4, “Setting Up CAPP” for a complete discussion of setting up programs, areas, and groups, as well as all necessary procedures.

The basic structure of a program is illustrated in the following diagram.



As this example shows:

- A program has its own general requirements as well as area attachments
- Each area has its own general requirements and detail attachments, which can be either courses or groups
- Each group has its own general requirements and detail attachments, which are courses

Programs can be linked to curriculum rules (see the Chapter 3, "Setting Up Curriculum Rules" for more information) or they can be curriculum-independent. Programs are also either "captive" or "non-captive."

Curriculum-Independent Programs

A curriculum-independent program can be used to check, for example, that students have satisfied all components of the core curriculum. Because this goal does not correspond to a program that a student can apply to or pursue, you would not define it as a curriculum-dependent program.

You can also use a curriculum-independent program to define a highly-tailored, self-designed program. When you leave the **Curriculum Dependent** indicator cleared on the Program Definition Rules Form (SMAPRLE), you can attach a single student ID to the program rule. Once you attach an ID to a program rule, the program is reserved for that student's use only.

If you have a highly tailored program that you want to apply to several students, you can do one of the following:

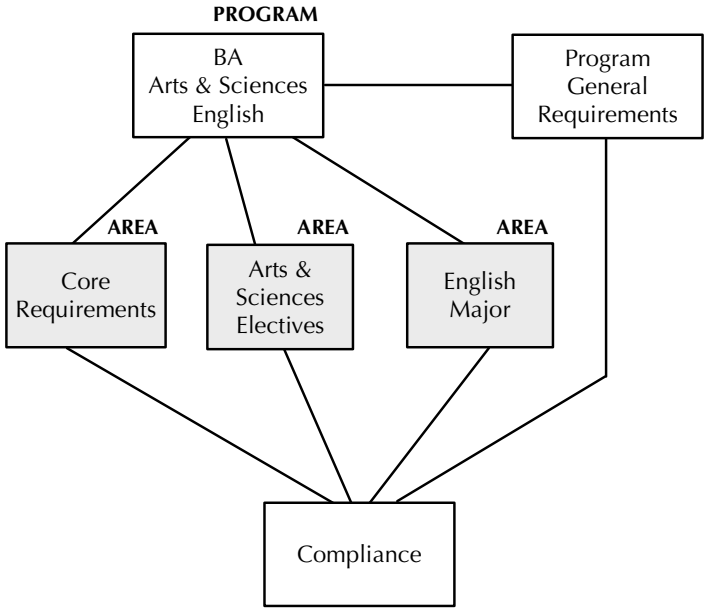
- Create the program and its requirements for the first student, and then copy the program for each of the other students
- Create the program and its requirements, and, without assigning it to any students on SMAPRLE, designate the program as the compliance curriculum in compliance requests created for other students on the Compliance Request Management Form (SMARQCM)

Captive Programs

A captive program is one in which all detail requirements are defined in areas that are attached directly to the program, and only the attached areas will be evaluated during a compliance review for a student in the program.

During a compliance review of a captive program, only attached areas are processed, and no areas are selected dynamically from the Area Library Form (SMAALIB). In other words, any area qualifiers that are defined for the area in the area library are not examined.

The following illustration show how compliance treats a captive program.



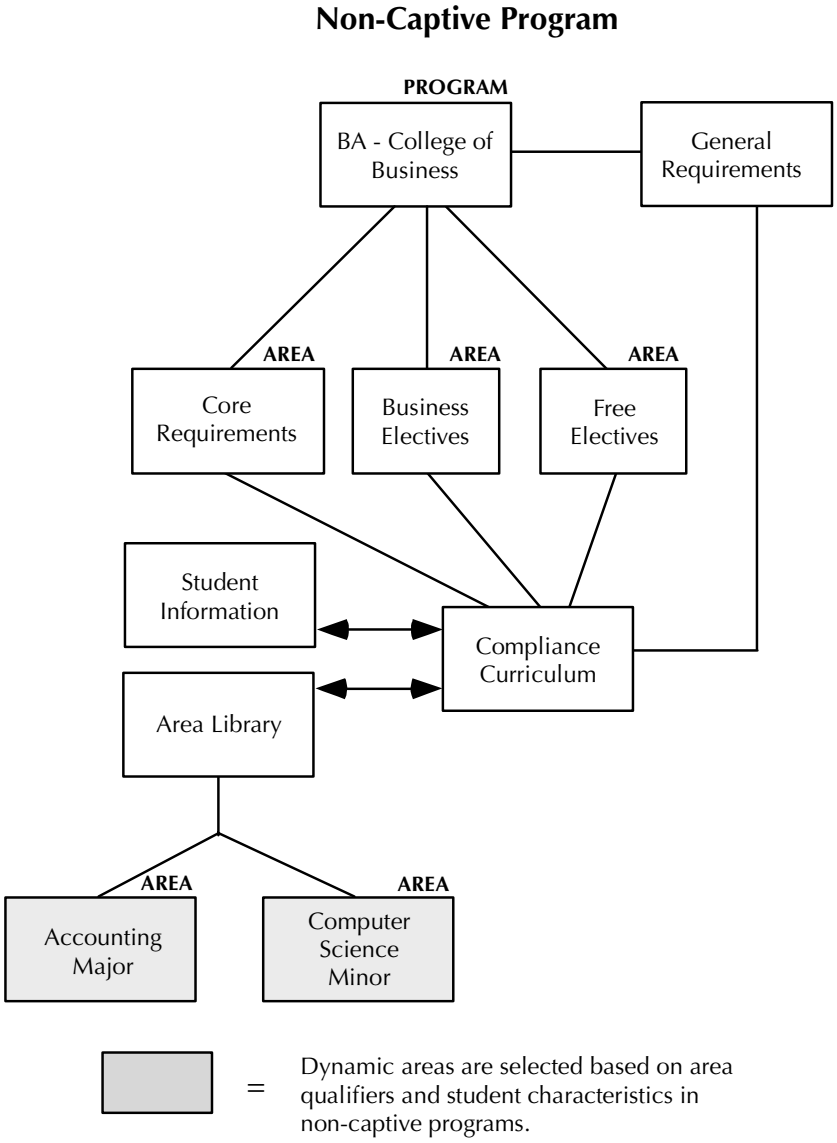
In this example, the program general requirements and the requirements for the three attached areas (Core Requirements, Arts & Sciences Electives, and English Major) must be fulfilled for the student to satisfy the program goal.

Non-Captive Programs

A non-captive program is one in which areas that make up the program can be attached directly to the program and/or selected dynamically. The only areas that can be selected dynamically are those for which the **Dynamic** checkbox on the Area Library Form (SMAALIB) has been selected and whose qualifiers match the student's characteristics.

In non-captive programs, attached areas whose qualifiers do not match the student's characteristics are discarded and reported as unused areas. The advantage to attaching areas to a non-captive program is that you have increased control over area priority and course and attribute re-use.

The following is an example of how compliance treats a non-captive program:



In this example, the Core Requirements, Business Electives, and Free Electives areas are attached directly to the program. Students seeking this goal are required to fulfill the general requirements of the program and all of the attached areas unless an area's qualifiers do not match the student's characteristics, in which case the area is discarded.

In addition, the Accounting Major and Computer Science Minor area requirements are selected by compliance for students majoring in Accounting and minoring in Computer Science. (A student majoring in Business Management and minoring in Statistics would have those areas selected instead.)

Dynamic Compliance

Dynamic compliance allows you to specify criteria for areas that can be applied to a program. Any area that meets the criteria can then be applied to students within the program.

Dynamic compliance has the following requirements.

- The program must be non-captive.
- Only dynamic areas will be selected.
- Attached areas might be discarded if the area's qualifiers do not match the student's attributes and/or are not part of the curriculum rule for the compliance request.
- Areas are processed in priority order. An area's priority is determined based on the priorirty established in the Program Area Attachments window of the Program Requirements Form (SMAPROG) for attached areas, the Dynamically Selected Area Override window of for dynamically selected areas, or the dedefault priority assigned on the Area Definition Form (SMAAREA) for dynamically selected areas.

  These choices represent a hierarchy in which area attachment priorities are considered first, then dynamic overrides, then default area priorities. In other words, use dynamically selected overrides if you want an area considered in priority order based upon the qualifiers that caused it to be selected instead of the default priority assigned to the area.
- For areas that are selected dynamically, their course and attribute reuse indicators will be set based on how the reuse indicators associated with the source of the area's priority are set. For example, if an area's priority is determined by the Dynamically Selected Override window, the reuse indicators from that window are used.

The compliance process determines which dynamic areas to use based on the qualifiers defined Area Library Form (SMAALIB).

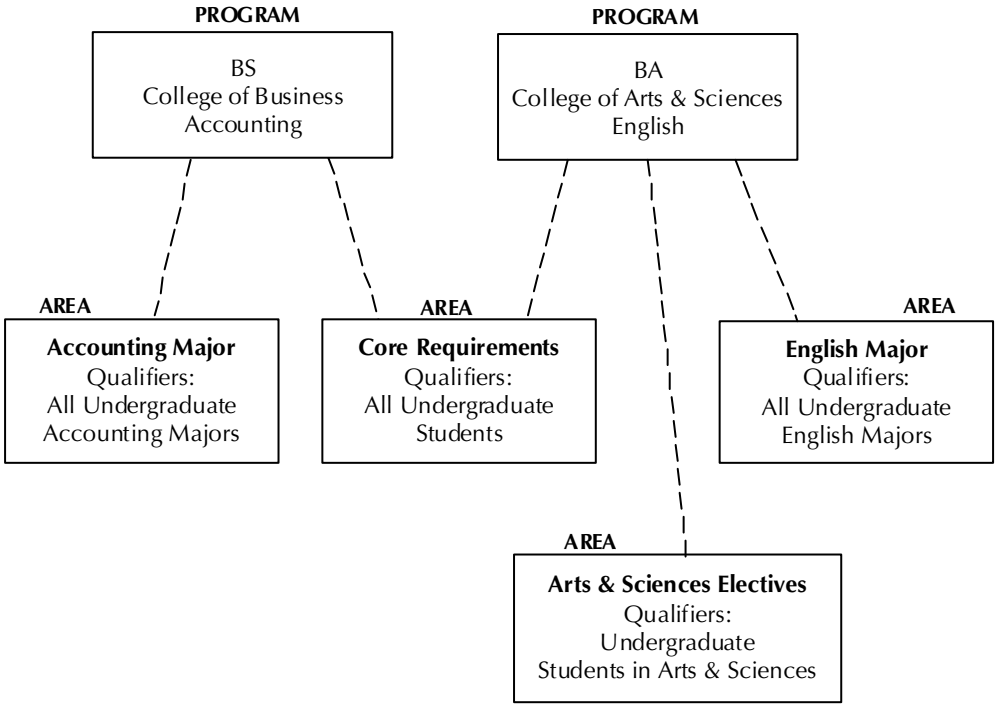
While dynamic areas can be attached to both captive and non-captive programs, the purpose of attaching a dynamic area to a non-captive program is to control the priority, reuse indicators, and year rule for the area within the program.

Example:

Let's say your BA in English and BS in Accounting programs are non-captive. You have defined the following with appropriate qualifiers:

- Accounting Major
- English Major
- Core Requirements
- Arts & Sciences Electives

None of the areas are attached to either program. This scenario is shown in the following illustration.

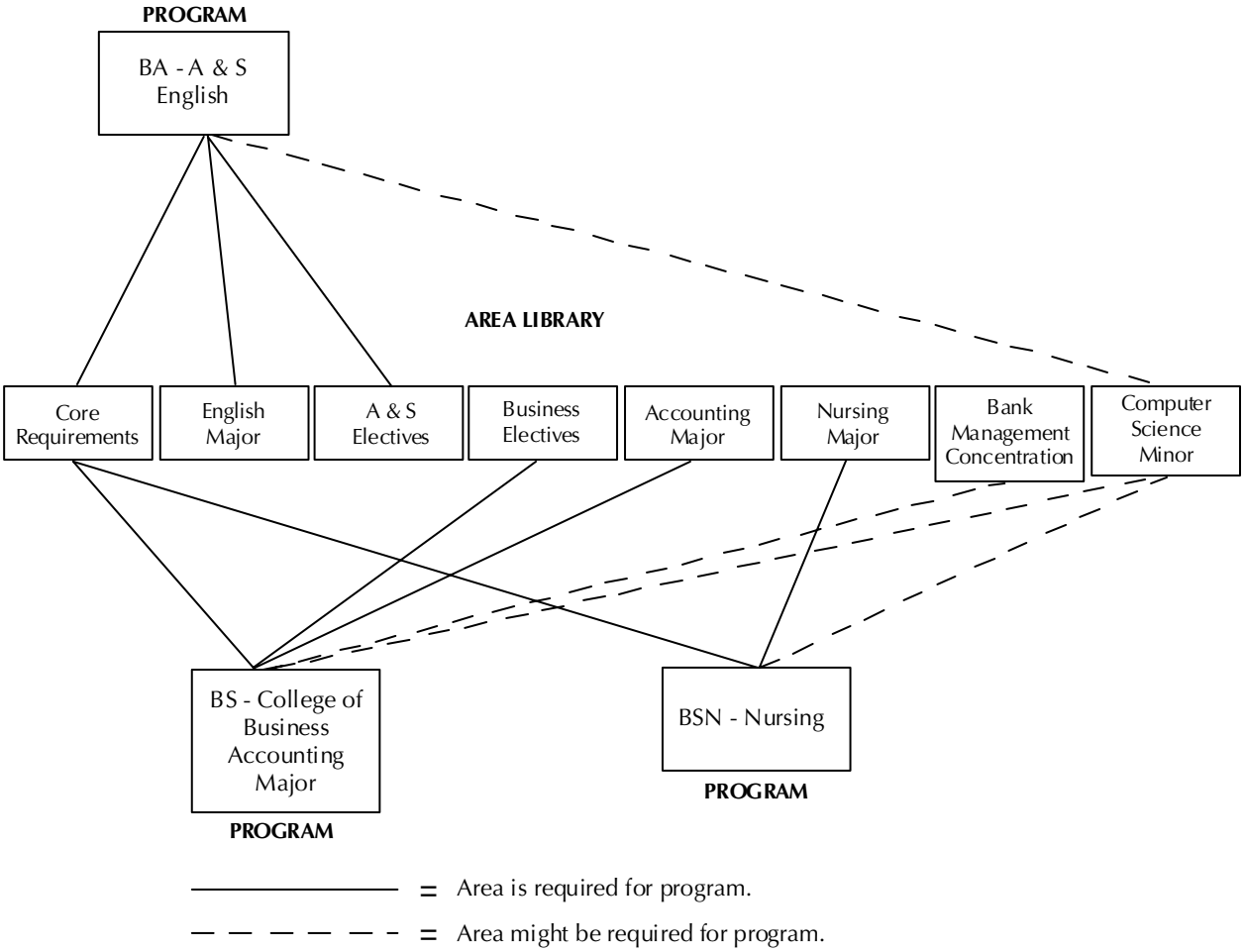


The system would take the following actions.

- The core requirements would be applied to all undergraduate students.
- The Arts & Sciences electives would be applied to only undergraduate students in Arts & Sciences.
- The English major requirements would be applied to only undergraduate English majors.
- The Accounting major requirements would be applied to all undergraduate Accounting majors.

Area Libraries

All areas and their qualifiers are defined in the area library. Dynamic areas are selected from the area library by non-captive programs based on area qualifiers and student characteristics. The following illustration shows an example of how the compliance process selects dynamic areas from the area library for non-captive programs.



In this example, certain areas are attached to certain programs. The attached areas are used if a student's characteristics match the area's qualifiers, but are discarded if the qualifiers and student characteristics do not match. Other areas are selected dynamically based on area qualifiers and student characteristics. In the examples shown, compliance would attempt to apply the Core Requirements, English Major, and Arts & Sciences Elective Areas to *all students* pursuing the goal of a BA in English in the College of Arts and Sciences. It would also apply the requirements of the Computer Science Minor to *only those* with a declared minor in Computer Science. The requirements of the Computer Science Minor area would also be applied to any students pursuing a BSN in Nursing or a BS in Accounting with a declared minor in Computer Science.

Getting Around

Within the Banner Student System, the CAPP module is divided into logical task groups. For example, all the forms that you need to set up programs, areas, and groups appear in the same sub-menu.

Menu Navigation Tables

The CAPP sub-menus are accessed from the Curriculum, Advising and Program Planning Menu (*CAPP), which is accessed from the Student System Menu (*STUDENT).

Menu	*Description*
*CAPPREQ	CAPP Requirements Menu (*CAPPREQ) The forms contained in this menu allow you to define all the requirements for programs, areas, and groups.
*CAPPINQ	CAPP Inquiry Menu (*CAPPINQ) The forms contained in this menu allow you to query the database to see what programs, groups and areas already exist. "Existing" means that requirements have been created for the program, group and area.
*COMPLY	Compliance Information Menu (*COMPLY) The forms contained in this menu allow you to request a compliance for a person, or review compliance results. A list of forms appears below:
*CURRIC	Curriculum Rules and Control Menu (*CURRIC) The forms contained in this menu allow you to set up your curriculum control and rules.
*ADJUST	CAPP Student Adjustments Menu (*ADJUST) The forms contained in this menu allow you to vary program, area or group requirements.
*WEBCAPP	WebCAPP Menu (*WEBCAPP) The form contained in this menu allows you to set up the controls for the WebCAPP rules for evaluation requests.

CAPP Requirements Menu (*CAPPREQ)

Form	*Description*
SMAPRLE	Program Definition Rules Form Use to define program rules.
SMAPROG	Program Requirements Form Use to define requirements at the program level. Program requirements may include such items as minimum number of credits and/or courses, minimum grade point average required for completion of the program, program restrictions, etc.
SMAALIB	Area Library Form Use to create and maintain areas.
SMAAREA	Area Requirements Form Use to define requirements at the area level. Area requirements include such items as minimum number of credits and/or courses, area minimum grade, and default area reuse indicators.
SMAGLIB	Group Library Form Use to define and display groups. Adding a group to the group library makes it known to CAPP. Once a group exists, it can be attached to one or more areas.
SMAGROP	Group Requirements Form Use to define requirements at the group level. Group requirements include such items as minimum number of credits and/or courses, group minimum grade, and default group reuse indicators.

CAPP Inquiry Menu (*CAPPINQ)

Form	*Description*
SMIPROG	Existing Program Inquiry Form Displays all programs for which requirements are defined.

Form	*Description*
SMIAREA	Existing Area Inquiry Form Displays all areas for which requirements are defined.
SMIGROP	Existing Group Inquiry Form Displays all groups for which requirements are defined.
SMIAUSE	Area Usage By Program Inquiry Form Displays which areas are being used by which programs.
SMIGUSE	Group Usage By Area Inquiry Form Displays which groups are being used by which areas

Compliance Information Menu (*COMPLY)

Form	*Description*
SMARQCM	Compliance Request Management Form Use to add a new request for a compliance evaluation, define "planned courses" associated with the compliance request, create requests for hardcopy output, submit the requests for processing.
SMACACT	Compliance Request Activity Form Displays existing compliance requests and presents their information as a summary.
SMICRLT	Compliance Results Inquiry Form Displays compliance results and allows you to "drill down" through successive levels of detailed compliance information.
SMIPOUT	Program Output Inquiry Form Displays compliance results at the program level for a specific compliance request number. This form is query-only.
SMIAOUT	Area Output Inquiry Form Displays the details of compliance results for each area used by a specific compliance request. It is a query-only form.

Form	*Description*
SMIGOUT	Group Output Inquiry Form Displays the details of compliance results for each group used by an area within a specific compliance request number. The form is query-only.
SMACPRT	Compliance Print Type Rules Form Use to define the information that will appear in printed output for each compliance print type.
SMADFLT	Compliance Default Parameter Form Use to define default values for processing compliance requests.

Curriculum Rules and Control Menu (*CURRIC)

Form	*Description*
SOACTRL	Curriculum Rules Control Form Use to define how you will be using the various areas that are related to curriculum, and set the severity level of error checking, by module.
SOACURR	Curriculum Rules Form Use to view or create curriculum rules.
SORCACT	Learner Curriculum Activity Rules Form Use to set up rules to designate which curriculum activity status codes are active.
SOILCUR	Learner Curriculum Query Form Use to query on all fields contained within the SORLCUR and SORLFOS tables for all learner module codes.

CAPP Student Adjustments Menu (*ADJUST)

Form	*Description*
SMASLIB	Student Adjustments Library Form Use to authorize that a person is eligible to receive one or more adjustments to CAPP compliance rules and/or restrictions, or to query for persons authorized to receive adjustments and view a summary of their existing adjustments.
SMISLIB	Student Adjustments Query Form Use to query on a person who eligible to receive one or more adjustments to CAPP compliance rules and/or restrictions, or to query on persons authorized to receive adjustments and view a summary of their existing adjustments.
SMASPRG	Student Program Adjustments Form Use to adjust program requirements for individual students without changing the requirements for the entire program for all the students.
SMASARA	Student Area Adjustments Form Use to adjust area requirements for individual students without changing the requirements for the entire area for all the students.
SMASGRP	Student Group Adjustments Form Use to adjust requirements at the group level. Group requirements include such items as minimum number of credits and/or courses, group minimum grade, and default group reuse indicators.
SMASADJ	Student Targets, Waivers & Substitutions Form Use to indicate that specific courses should fulfill specific requirements, or to waive individual course/attribute detail requirements entirely.

WebCAPP Menu (*WEBCAPP)

Form	*Description*
SMAWCRL	WebCAPP Rules Form Used to set up the controls for the WebCAPP rules for evaluation requests.

Validation Forms Reference

Because the majority of the information processed by CAPP comes from other modules (for example, Recruiting, Admissions, General Student, Registration, and Academic History) within the Banner Student system, it is helpful to be familiar with the forms that need to be populated in order for you to define program requirements in CAPP. The following list tells you what validation forms are called by each CAPP form.

Validation Form		*Application/Functional Form*	
STVACTN	Action Code Validation Form	SMASADJ	Student Targets, Waivers & Substitutions Form
		SMASARA	Student Area Adjustments Form
		SMASGRP	Student Group Adjustments Form
		SMASPRG	Student Program Adjustments Form
		SMQSACR	Area Course/Attribute Attachment Form
		SMQSAGR	Group Attachment Form
STVACYR	Academic Year Validation Form	SMAAREA	Area Requirements Form
		SMAGROP	Group Requirements Form
		SMAPROG	Program Requirements Form
STVATTR	Attribute Validation Form	SMAAREA	Area Requirements Form
		SMAGROP	Group Requirements Form
		SMAPROG	Program Requirements Form
		SMASADJ	Student Targets, Waivers & Substitutions Form
		SMASARA	Student Area Adjustments Form
		SMASGRP	Student Group Adjustments Form
		SMASPRG	Student Program Adjustments Form
		SMQSACR	Area Course/Attribute Attachment Form
		SMQSAGR	Group Attachment Form

Validation Form		*Application/Functional Form*	
STVATTS	Student Attribute Validation Form	SMASGRP	Student Group Adjustments Form
		SMQSACR	Area Course/Attribute Attachment Form
		SMQSAGR	Group Attachment Form
		SMAALIB	Area Library Form
		SMAAREA	Area Requirements Form
		SMAGROP	Group Requirements Form
		SMAPROG	Program Requirements Form
STVATYP	Address Type Code Validation Form	SMARQCM	Compliance Request Management Form
STVCAMP	Campus Code Validation Form	SMAALIB	Area Library Form
		SMAAREA	Area Requirements Form
		SMAGROP	Group Requirements Form
		SMAPRLE	Program Definition Rules Form
		SMAPROG	Program Requirements Form
		SMARQCM	Compliance Request Management Form
		SMASARA	Student Area Adjustments Form
		SMASGRP	Student Group Adjustments Form
		SMASPRG	Student Program Adjustments Form
		SMQSACR	Area Course/Attribute Attachment Form
		SMQSAGR	Group Attachment Form
		SOACURR	Curriculum Rules Form
STVCOLL	College Code Validation Form	SMAALIB	Area Library Form
		SMAAREA	Area Requirements Form
		SMAGROP	Group Requirements Form
		SMAPRLE	Program Definition Rules Form
		SMAPROG	Program Requirements Form
		SMARQCM	Compliance Request Management Form
		SMASARA	Student Area Adjustments Form
		SMASGRP	Student Group Adjustments Form
		SMASPRG	Student Program Adjustments Form
		SMQSACR	Area Course/Attribute Attachment Form
		SMQSAGR	Group Attachment Form
		SOACURR	Curriculum Rules Form
STVCPRT	Compliance Type Code Validation Form	SMACPRT	Compliance Print Type Rules Form
		SMARQCM	Compliance Request Management Form
STVDEGC	Degree Code Validation Form	SMAALIB	Area Library Form
		SMAPRLE	Program Definition Rules Form
		SMARQCM	Compliance Request Management Form
		SOACURR	Curriculum Rules Form

Validation Form		*Application/Functional Form*	
STVDEPT	Department Code Validation Form	SMAALIB	Area Library Form
		SMAAREA	Area Requirements Form
		SMAGROP	Group Requirements Form
		SMAPROG	Program Requirements Form
		SMARQCM	Compliance Request Management Form
		SMASARA	Student Area Adjustments Form
		SMASGRP	Student Group Adjustments Form
		SMASPRG	Student Program Adjustments Form
		SMQSACR	Area Course/Attribute Attachment Form
		SMQSAGR	Group Attachment Form
		SOACURR	Curriculum Rules Form
STVDFLT	Compliance Default Parameter Validation Form	SMADFLT	Compliance Default Parameters Form
STVLEVL	Level Code Validation Form	SMAALIB	Area Library Form
		SMAAREA	Area Requirements Form
		SMAGLIB	Group Library Form
		SMAGROP	Group Requirements Form
		SMAPRLE	Program Definition Rules Form
		SMAPROG	Program Requirements Form
		SMARQCM	Compliance Request Management Form
		SMASARA	Student Area Adjustments Form
		SMASGRP	Student Group Adjustments Form
		SMASPRG	Student Program Adjustments Form
		SMQSACR	Area Course/Attribute Attachment Form
		SMQSAGR	Group Attachment Form
		SOACURR	Curriculum Rules Form
STVMAJR	Major, Minor, Concentration Code Validation Form	SMAALIB	Area Library Form
		SMARQCM	Compliance Request Management Form
		SOACURR	Curriculum Rules Form
STVNATN	Nation Code Validation Form	SMARQCM	Compliance Request Management Form
STVORIG	Originator Code Validation Form	SMARQCM	Compliance Request Management Form

Validation Form		*Application/Functional Form*	
STVPRNT	Compliance Print Code Validation Form	SMAAREA	Area Requirements Form
		SMACPRT	Compliance Print Type Rules Form
		SMAGROP	Group Requirements Form
		SMAPROG	Program Requirements Form
		SMQSACR	Area Course/Attribute Attachment Form
		SMQSAGR	Group Attachment Form
		SMASARA	Student Area Adjustments Form
		SMASGRP	Student Group Adjustments Form
		SMASPRG	Student Program Adjustments Form
STVSTAT	State/Province Code Validation Form	SMARQCM	Compliance Request Management Form
STVSUBJ	Subject Code Validation Form	SMAAREA	Area Requirements Form
		SMAGROP	Group Requirements Form
		SMAPROG	Program Requirements Form
		SMARQCM	Compliance Request Management Form
		SMASADJ	Student Targets, Waivers & Substitutions Form
		SMASARA	Student Area Adjustments Form
		SMASGRP	Student Group Adjustments Form
		SMASPRG	Student Program Adjustments Form
		SMQSACR	Area Course/Attribute Attachment Form
		SMQSAGR	Group Attachment Form
STVTERM	Term Code Validation Form	SMAALIB	Area Library Form
		SMAAREA	Area Requirements Form
		SMAGROP	Group Requirements Form
		SMAPROG	Program Requirements Form
		SMARQCM	Compliance Request Management Form
		SMASADJ	Student Targets, Waivers & Substitutions Form
		SMASARA	Student Area Adjustments Form
		SMASGRP	Student Group Adjustments Form
		SMASPRG	Student Program Adjustments
		SMIAOUT	Area Output Inquiry Form
		SMICRLT	Complioance Results Inquiry Form
		SMIGOUT	Group Output Inquiry Form
		SMIPOUT	Program Output Inquiry Form
		SMISLIB	Student Adjustment Query Form
		SMQSAGR	Group Attachment Form
		SMQSACR	Area/Course Attribute Attachment Form
		SOACURR	Curriculum Rules Form

Setting Up a Sample Area and Program

This section gives you a taste of how CAPP works. It is not designed to demonstrate everything you need to know for CAPP; instead you can use it as a ”quick start” sample.

What follows is a step-by-step set of instructions for setting up a sample area and program in CAPP, then running a compliance request and reviewing its results. It does not include detailed explanations, as these are available elsewhere in this handbook; instead, there are cross-references to pertinent procedures.

SunGard Higher Education recommends that you perform these steps in a test database, not your live one.

Although you can set up CAPP either top-down (programs first, then areas, and finally, if appropriate, groups) or bottom-up (groups first [if appropriate], then areas, and finally programs), this procedure uses a bottom-up sequence. First you will define an area, and then a program.

In this sample procedure, you will set up an area to evaluate a student’s compliance with the requirements for a major in Psychology. The sample uses the following requirements for the undergraduate Bachelor of Arts degree with a major in Psychology as they might appear in your institution’s catalog.

The student must complete 11 courses with a minimum GPA of 2.50.
No more than three courses can be transferred from another institution.

Core courses	PSY 101 PSY 211 PSY 225 PSY 330 PSY 341 PSY 360
Additional courses	One from: PSY 323 PSY 325 PSY 327 Four PSY courses, at least two at the 300 – 400 level, including one from: PSY 419 PSY 421 PSY 475 PSY 451 PSY 499

The rest of this section provides instructions for:

- "Adding an Area to the Area Library" on page 1-20
- "Defining the Area's General and Detail Requirements" on page 1-20
- "Creating and Submitting a Compliance Request" on page 1-24
- "Reviewing Compliance Request Results" on page 1-26

Adding an Area to the Area Library

1. Access the Area Library Form (SMAALIB).
2. Insert a new record.
3. Define the area. For our sample area, enter the following values in the specified fields.

Field	*Value*
Area	*PSY-MAJOR*
Description	*Psychology major*
Student Level	*UG* (or the code you have defined for *Undergraduate*)
Course Level	*UG* (or the code you have defined for *Undergraduate*)
Compliance	selected
Dynamic	selected
Prerequisite	cleared
Print Indicator	*Print Everything* (default value)

4. Save your changes.

Note: You do not need to define any qualifiers for our sample area.

Defining the Area's General and Detail Requirements

You will build our sample area's requirements from scratch.

1. Access the Area Requirements Form (SMAAREA).
2. In the **Area** field, enter the code of the area. For our sample area, enter *PSY-MAJOR*.
3. In the **Term** field, enter the code of the term for which the area is to be in effect. For our sample area, enter *000000*.
4. Go to the next block.

5. In the General Requirements block, enter general requirements that apply to the whole area. For our sample area, enter the following values in the specified fields.

Field	*Value*
Total Required Courses	*11*
Maximum Transfer Courses	*3*
Minimum Area GPA	*2.50*
Default Priority	*10*

When finished with the General Requirements block, save your changes.

6. For our sample area, you do not need to complete the following windows:
   - Area Text
   - Include/Exclude Course Level
   - Restricted Subjects/Attributes
   - Area Restricted Grades

7. Attach the following courses to our sample area using the Area Course/Attribute Attachment window.

				Course Number	
Set	**Subset**	**Rule**	**Subject**	**Low**	**High**
			PSY	*101*	null
			PSY	*254*	null
			PSY	*265*	null
			PSY	*328*	null
			PSY	*341*	null
			PSY	*361*	null
A10	*100*		*PSY*	*322*	null
A10	*200*		*PSY*	*324*	null
A10	*300*		*PSY*	*326*	null
A20	*100*	*FOURADDL*			

When finished with the Area Course/Attribute Attachment window, save your changes.

8. Place the cursor on the last record (the one with the rule), then select the search icon in the **Rule** field label. The Area Course/Attribute Attachment Rules window is displayed.

9. For our sample area, enter the following values in the specified fields.

Field	*Value*
Description	*4 Additional PSY Courses*
Required Number of Conditions	*3*

When finished entering these values, save your changes, then go to the next block and enter the following values in the specified fields.

				Course Number		
Set	**Subset**	**Rule**	**Subject**	**Low**	**High**	**Courses**
A10	*100*		*PSY*	*420*	null	null
A10	*200*		*PSY*	*421*	null	null
A10	*300*		*PSY*	*474*	null	null
A10	*500*		*PSY*	*499*	null	null
B10	*100*		*PSY*	*300*	*499*	*1*
C10	*100*		*PSY*	*100*	*499*	*2*

When finished entering these values, save your changes, then select the Return button (in the lower right corner of the window) to return to the Area Course/Attribute Attachment window.

10. Go to the General Requirements block of the main window and select the **Active** radio button.

11. Save your changes.

Creating a Program Code

1. Access the Program Definitions Rules Form (SMAPRLE).

2. Insert a new record.

3. Enter the program rule detail information. For our sample area, enter the following values in the specified fields.

Field	*Value*
Program	*TEST*
Description	*Program for Testing CAPP*
Web	cleared
Locked	cleared
Curriculum Dependent	cleared
Student Level	*UG* (or the code you have defined for *Undergraduate*)
Course Level	*UG* (or the code you have defined for *Undergraduate*)

4. Save your changes.

Defining the Program's General Requirements and Attaching Areas

As with the area, you will build sample program's requirements from scratch.

1. Access the Program Requirements Form (SMAPROG).

2. In the **Program** field, enter the program code. For our sample program, enter *TEST*.

3. In the **Term** field, enter the code of the term for which the program is to be in effect. For our sample program, enter *000000*.

4. Go to the next block.

5. In the General Requirements block, enter general requirements that apply to the whole program. For our sample area, enter the following values in the specified fields.

Field	*Value*
Total Required Courses	*11*
Maximum Transfer Courses	*3*
Minimum Program GPA	*3*

When finished with the General Requirements block, save your changes.

6. For our sample program, you do not need to complete the following windows:
   - Program Text
   - Program Non-Course Requirements
   - Program Additional Levels
   - Program Required Attributes
   - Program Restricted Subjects/Attributes
   - Program Restricted Grades

7. Attach our sample area to the program using the Program Area Attachments window. For our sample, enter *PSY-MAJOR* in the **Area** field, and accept the defaults in the remaining fields.

   When finished with the Program Area Attachments window, save your changes.

8. Go to the General Requirements block of the main window and select the **Active** radio button.

9. Save your changes.

Creating and Submitting a Compliance Request

Now you will create a compliance request and submit it for processing. Before beginning this procedure, you will need to create a system ID for a fictional person or identify the system ID for a real person you would like to use for testing.

Note: Testing CAPP using production data presents very little risk as compliance results generated from testing can be easily removed.

As you consider which system ID to use for testing purposes, note that it would be most helpful for the ID to have one or more of the required courses loaded into the institutional and/or transfer academic history forms.

1. Access the Compliance Request Management Form (SMARQCM).

2. In the **ID** field, enter the ID you selected for testing purposes.

3. Go to the next block.

4. If a compliance request already exists for the ID, insert a new record.

5. In the Compliance Request block, enter the following values in the specified fields.

   Note: Do not save your changes after entering these values. You must not save until completing all entry on this form.

Field	*Value*
Evaluation Term	*999999*
Course Usage Order	*C*
Minimum Grade Numeric Value	*0*
Minimum In-Progress Term	*000000*
Maximum In-Progress Term	*999999*
Minimum Cut-Off Term	*000000*
Maximum Cut-Off Term	*999999*

Note: Some of the values might default into the fields, depending on the values specified on the Compliance Default Parameters Form (SMADFLT).

6. Without saving the values entered in the previous step, access the Compliance Curriculum window and enter the following values in the specified fields.

Note: Do not save your changes after entering these values.

Field	*Value*
Program	*TEST*
College	*00*
Degree	*000000*
Major 1	*0000*

7. Without saving the values entered in the previous step, select the Return button to go back to the Compliance Request block of the main window.

8. Save your changes.

9. Take note of the request number assigned by the system in the **Request Number** field, as you will need this to review the results, as described in the next procedure.

10. Select **Submit for Processing** from the Options Menu.

Reviewing Compliance Request Results

This section describes how and where within the system you can review the results of a compliance request that has been processed. By following the steps presented below, you will begin to develop an understanding of how you can "drill down" through the different levels within the hierarchy of a CAPP program.

In order to follow the steps presented below, you will want to note ID and compliance request number used in the previous procedure.

1. Access the Compliance Results Inquiry Form (SMICRLT).

2. In the **ID** field, enter the ID you used in the previous procedure.

3. In the **Request Number** field, enter the compliance request number you created and submitted for processing in the previous procedure.

4. Go to the next block.

   The program and catalog information processed by compliance for this request are displayed in the top portion of the form. The two sections that make up the lower portion of the form have navigational buttons that will take you either to other blocks of SMICRLT or to the Program Output Inquiry Form (SMIPOUT).

5. To see the program-level results for the requirements evaluated for this request, select whichever **General Requirements** button is enabled (**Met** or **Unmet**). If all the program's general requirements were satisfied, the **Met** button will be enabled. If any of the program's general requirements were not satisfied, the **Unmet** button will be enabled. Either of these buttons will take you to the Program Output Inquiry Form (SMIPOUT).

   Once you have accessed SMIPOUT, you will notice that it looks very similar to the Program Requirements Form (SMAPROG). The main difference between the two forms is that SMIPOUT has additional fields that display the actual number of credits/courses applied toward various requirements. You will also see that there are additional fields that display the actual program and overall GPA values calculated during the processing of the compliance request.

   If the program had other requirements and/or restrictions defined in the other windows of SMAPROG, you would be able to navigate through each one to review the actual number of credits/courses applied toward them.

6. To return to SMICRLT, exit SMIPOUT.

7. To see results for the area level requirements processed for this compliance request, you can either go to the next block or selecton whichever **Areas** button is enabled (**Met** or **Unmet**). If all of the areas evaluated for this compliance request were satisfied, the **Met** button will be enabled. If any of the areas evaluated for this compliance request were not satisfied, the **Unmet** button will be enabled.

8. The Program Area Compliance Summary window of SMICRLT displays a list of the areas processed for this request. As you select different rows for the areas, the **Met** and **Unmet** buttons in the lower portion of the window become enabled or unenabled, depending on the status of the area.

9. To see the area-level results for the area evaluated for this request, select whichever **General Requirements** button is enabled (**Met** or **Unmet**). If all the area's general requirements were satisfied, the **Met** button will be enabled. If any of the area's general requirements were not satisfied, the **Unmet** button will be enabled. Either of these buttons will take you to the Area Output Inquiry Form (SMIAOUT).

   Once you have accessed SMIAOUT, you will notice that it looks very similar to the Area Requirements Form (SMAAREA). The main difference between the two forms is that SMIAOUT has additional fields that display the actual number of credits/courses applied toward various requirements. You will also see that there are additional fields that display the actual area GPA value calculated during the processing of the compliance request.

   If the area had other requirements and/or restrictions defined in the other windows of SMAAREA, you would be able to navigate through each one to review the actual number of credits/courses applied toward them.

10. To return to SMICRLT, exit SMIAOUT.

    Note: You can also access SMIAOUT from SMIPOUT.

11. To review how individual courses and course attributes were applied to requirements, you can click on any enabled **Used** buttons for **Courses** and **Attributes**. If you are in the main block of SMICRLT when you do this, you will see all courses and/or attributes applied to the program. If you are in the Program Area Compliance Summary window of SMICRLT, you will see only those courses and/or attributes applied to requirements in the area displayed in the active row of the top portion of the block.

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Chapter 2 Common Concepts

This chapter covers the following concepts that are common throughout CAPP:

- "Connectors" on page 2-1
- "Reuse" on page 2-2
- "Sets and Subsets" on page 2-10
- "Rules" on page 2-13

Connectors

Connectors connect a thought into a statement by using an "and/or" logic. Simply, you are telling CAPP that you want to use:

- X number of credits *and* X number of courses
- X number of credits *or* X number of courses
- Just credits *or* just courses (the connector is *none*).

The "And" Connector

The "and" connector indicates that the requirement must be fulfilled using both of the values that you specify.

Example:

If you want to require 126 credits and 42 courses, you would set up this connector statement:

Total Required Credits field	*Connector*	*Total Required Courses field*
126	And	42

The "Or" Connector

The "or" connector indicates that the requirement must be fulfilled using *either* of the values you specify.

Example:

If you want to require 126 credits or 42 courses. You would set up this connector statement:

Total Required Credits field	*Connector*	*Total Required Courses field*
126	Or	42

The "None" Connector

A "None" connector is the most specific: you are telling CAPP to use an "all or nothing" approach.

Example:

Assume you are a credit-driven institution. You aren't interested in how many courses a student takes; you require only a minimum of 126 credits. You could set up this connector statement:

Total Required Credits field	*Connector*	*Total Required Courses field*
126	None	

Reuse

Reuse indicators control how courses and/or course attributes can be used within CAPP. In most cases, use reuse indicators to specify that an already used course and/or attribute can be reused to fulfill another requirement in a different area or group.

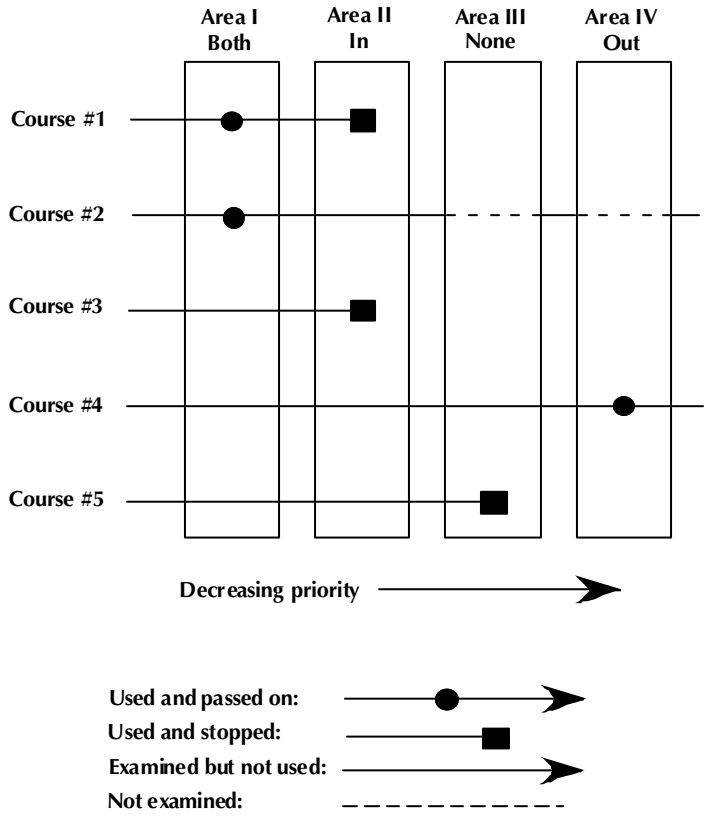
For example, one course (or one of its attributes) may be required to fulfill a general education requirement, but may also be required within a specific major. Reuse allows the course/attribute to be used to fulfill both requirements. When a course/attribute is reused, it can fulfill several detail requirements, although its credits are used only once toward the minimum credit requirements of the program.

Default reuse indicators are assigned to each area and group, and specific reuse indicators are assigned when you attach an area to a program or a group to an area. The reuse indicators are *None, Out, In, Both,* and *Within* and are described in the following table.

Indicator	*Description*
None	You cannot reuse a course/attribute.
Out	Courses/attributes used in an area or group can be released (go out) for reuse in other areas, but already used courses/attributes cannot come in to the area/group.
In	Courses/attributes previously used can come in and be considered for reuse, but if used in the current area or group, they cannot go out to be used by any additional areas or groups.

Indicator	*Description*
Both	Previously used courses/attributes can go out if used, and can also come in if already used.
Within	Within reuse is a little different than the others. Within deals with use of the course and its attributes within the same area or group. If within reuse is not allowed, either a course(ness) or one of its attributes can be used within the same area or group. If within reuse is allowed, both the course and one of its attributes can be used within the same area/group. When within reuse is allowed, the course's credits will be used only once toward the minimum credits required by the group, area, or program.

The following diagram shows how the *None*, *Out*, *In*, and *Both* reuse indicators work.



Area I has a reuse indicator of "Both"

Courses 1 and 2 fulfill the requirements in Area I. These courses are used in Area I and then flagged as used. Because Area I has a *Both* reuse indicator, used courses are passed along to be used in other areas.

Area II has a reuse indicator of "In"

Accepts all courses regardless of prior use. Courses 1 and 3 fulfill the requirements in Area II. These courses are used in Area II, and since Area II has an *In* reuse indicator, these courses are "trapped" in Area II.

Area III has a reuse indicator of "None"

Uses courses not yet used. Course 5 fulfills the requirements of Area III. Course 5 is used by Area III and then is trapped in Area III. Course 5 cannot be reused by any lower priority area.

Area IV has a reuse indicator of "Out"

Accepts courses not yet used. It passes all of its courses out for use by lower priority areas. Courses 2 and 4 fulfill the requirements of Area IV. Area I already used Course 2, so it is not used by Area IV. Course 4 has not been used in any other (higher priority) area, so it can be used by Area IV. Course 4 will be flagged as used and passed back out of Area IV to be reused by other areas.

The *Within* reuse indicator works as follows.

Example:

> You have a single course, ENGL 1500, which has the attribute *Writing Intensive*. You have requirements for both ENGL 1500 *and* a course with the Writing Intensive attribute.
>
> If written as "*ENGL 1500" and "Writing Intensive* on separate lines, these are now two separate requirements and within reuse is a factor.
>
> If within reuse is allowed, a single ENGL 1500 course which *also* has the *Writing Intensive* attribute can fulfill both requirements.
>
> If written as: *ENGL 1500/Writing Intensive* (all on one detail line), then the requirement will be satisfied only when ENGL 1500 is taken when the course *also* has the *Writing Intensive* attribute. In this case, within reuse is not a factor.

The combination of the reuse indicators and the way in which requirements are written have significant implications on the results of compliance:

- The *In*, *Out*, *Both*, and *None* reuse indicators control reuse of courses and attributes across areas *or* groups. These reuse indicators on groups control reuse of courses and attribute across groups attached to the same area.
- The *Within* reuse indicator controls reuse of courses and attributes only *within* an area/group.

There are two types of reuse processing:

- Multiple-entity, which is explained in detail in “Multiple-Entity Reuse Processing” on page 2-5
- Single-entity, which is explained in detail in “Single-Entity Reuse Processing” on page 2-6

Both multiple-entity processing and single-entity processing can be done in different programs at the same institution. The type of reuse processing to be performed is controlled at the program level. An indicator on the Program Requirements Form (SMAPROG) is used to specify when single-entity reuse processing should be performed for a program.

Compliance performs reuse processing using multiple-entity processing rules unless you make a change. Select the **Single Entity** checkbox in the General Requirements block of the Student Program Form (SMAPROG) to indicate that the program should be evaluated using single-entity processing.

Multiple-Entity Reuse Processing

The examples that follow are not attempting to describe all of the details about reuse using four components. Reuse types (*In*, *Out*, *Both*, *None*) and the concept of *Within* reuse are not important to these examples. These examples are provided to demonstrate very basic reuse concepts. The basic concepts do not change when the more detailed concepts of reuse type and within reuse are added.

Example:

The course ENGL 1005 exists and has the attributes *WRIT* (Writing), *COMP* (Composition), and *LITR* (Literature). This course has four components: the course itself and three attributes.

Regardless of the reuse flags, each of these four components could be used by compliance to fulfill different requirements (as long as a different part of the course is used) before any reuse is considered to have occurred. Therefore, the one course could be used to fulfill all of the following requirements:

Subj	*CRSE Low*	*Crse High*	*Attr*	*Req Credits*
ENGL	1005			3.00
			WRIT	3.00
			COMP	3.00
			LITR	3.00

If each requirement is in a different area, the person would earn 3.00 credits toward each area, but only 3.00 total credits toward the program. Regardless of the number of times used, a course's credits will accumulate toward the program only once.

In the example given above, none of the uses of the course is considered "reused," because a *different* part of the course is used each time. No part is being used a second time, which fits the dictionary definition of "reuse."

Example:

In the following example, the course is subject to reuse processing and control by reuse rules, because the course itself is used more than once. (Any use of the subject or course number, in combination or separately, is considered to use the "courseness" of the course. Thus, the course used by its subject alone, course number alone, or subject and course number in combination is considered to be a use of the "course".)

Subj	*Crse Low*	*Crse High*	*Attr*	*Req Credits*
ENGL	1005			3.00
ENGL				15.00
	1000	4999	COMP	30.00

The above examples demonstrate the way in which reuse has been implemented in the compliance evaluation code. However, the course used above does not have four independent components. It is, instead, one single entity, and the subject/course and each of its attributes are seen as merely a different "alias" for the same entity.

This additional understanding of reuse in compliance processing is called single-entity reuse processing.

Single-Entity Reuse Processing

Single-entity reuse processing disallows the use of any portion of the course (by "courseness" or by attribute) if any other portion of the course has already been used, and reuse is not allowed. When reuse is allowed, it makes no difference whether the course is used first as the course or as one of its attributes; the components of the course will all be treated as aliases of the same entity. Because the components are all be treated as one entity, only one set of reuse controls is needed, and the course reuse flags (on groups, areas, and program/area attachments) are used to control reuse processing when single-entity reuse is in effect. (The attribute reuse flags are not used at all when single-entity reuse is in effect.) A flag is used at the program level to specify that single-entity reuse is to apply to the program. When the flag is not set, multiple-entity reuse will continue to function as described above, and both sets of reuse flags will be used.

The following are some examples of how single-entity reuse processing will provide different results from multiple-entity reuse processing.

Example 1:

- Area *GENED* requires, among other things, that a student complete ENGL 1005 and ENGL 1006. The area's reuse flags are *Out/Out*.
- Area *COMPETENCY* requires, among other things, that a student complete 12.00 credits in courses which have the attribute *WRIT* (Writing Intensive). The area's reuse flags are *Both/Both*.
- A student has taken ENGL 1005, and the course has the attributes *WRIT* (Writing Intensive), *COMP* (Composition), and *LITR* (Literature). This course has four parts: the course itself and three attributes.

The following are the results which will occur when the program is flagged for multiple-entity processing:

- Area *GENED* will use ENGL 1005 as the course alone.

  The "courseness" of ENGL 1005 will be flagged as used. None of the course's attributes are flagged used. The used course is allowed out of the area to be used again, if allowed by the subsequent areas' reuse indicators. (The unused attributes also go out to be used by later areas. Each of the unused attributes is free to be used anywhere, because they are not yet subject to reuse controls.)
- Area *COMPETENCY* will use the *WRIT* attribute of ENGL 1005.

  The attribute *WRIT* will now be flagged as used. It is allowed out of the area to be used again, if allowed by the subsequent areas' reuse indicators.

  In subsequent areas, the course ENGL 1005 and the attribute *WRIT* are eligible for use subject to the reuse flags on the subsequent areas. Attributes *COMP* and *LITR* are eligible to be used in any area, since they have not yet been used.

The following are the results which will occur when the program is flagged for single-entity processing:

- Area *GENED* will use ENGL 1005 as the course alone.

  The "courseness" of ENGL 1005 and all of the course's attributes will be flagged as used. The course and its attributes are allowed out of the area to be used again, based upon the Course reuse flag for the subsequent areas.
- Area *COMPETENCY* will use the *WRIT* attribute of ENGL 1005.

  The attribute *WRIT* is used, because used courses are allowed to come into the area (the area's course reuse flag is *Both*). It is allowed out of the area to be used again, if allowed by the subsequent areas' reuse indicators.

Example 2:

GE 202 is a course. It has a seven attributes:

- Attribute 1: *CE00*
- Attribute 2: *CE17*
- Attribute 3: *EENO*
- Attribute 4: *EEN1*
- Attribute 5: *MY2E*
- Attribute 6: *QNSC*
- Attribute 7: *SCI*

Because GE 202 has seven attributes, it has a total of eight individual parts: the courses itself, which is identified by the subject and course number (GE 202), and the seven attributes. In multiple-entity reuse, if each of those "parts" is used alone, GE 202 could be used a total of eight times before any use is considered a reuse. In single-entity reuse, GE 202 could only be used once before any use is considered a reuse.

In addition to the eight individual parts, there can be combinations of parts: GE 202 (as the course) used in combination with any of its attributes. When used against a requirement which is written with subject, course low, and/or course high, *and* an attribute, both the course part and the attribute part are being looked for and/or used.

Here are some examples of how GE 202 will be treated, using both single-entity reuse and multiple-entity reuse. You will see that the results will be different, depending upon the type of reuse processing in effect for the program.

Program ECE requires several areas. Among them are *ECESCI* and *ECE2TECH*.

- Area *ECESCI* looks for attribute *SCI* attached to a course in the range 100 - 997. Its reuse flags are *In/In*.
- Area *ECE2TECH* looks for only the attribute *CE00*. Its reuse flags are *In/In*.

The following is how GE 202 and its attributes will be used when the *ECE* program is set for multiple-entity reuse:

- The attribute *SCI* attached to GE 202 is used against area *ECESCI*.
- The course GE 202 is also used by area *ECESCI*, because the requirement includes the course range.
- Neither the *SCI* attribute of GE 202 nor the course GE 202 can go out to be used again, but the rest of the attached attributes do go out and can be used because they have not yet been used.

Area *ECE2TECH* looks for only the attribute *CE00*. Its reuse flags are *In/In*.

- Attribute *CE00* attached to course GE 202 is used here, because it has not been used before.
- **Note:** If this requirement included a range of course numbers, GE 202 would *not* be able to be used here, because the "course" part was trapped by area *ECESCI*.

The following is how GE 202 and its attributes will be used when the *ECE* program is set for single-entity reuse. (This explanation assumes that the only change to the program's requirements is the single-entity reuse flag in the program general requirements):

- Area *ECESCI* uses the same elements. However, every used course and every attribute attached to any used course will be marked as used and will be stopped here, because the course reuse flag is *In*. This means that used parts (and in single-entity reuse, every part will be used when any single part is used) cannot go out for later reuse.
- Area *ECE2TECH* looks for unused *CE00* attributes. The *CE00* attribute for GE 202 was not used, but in single-entity reuse, all parts are used when any single part is used. Area *ECESCI* used all parts of GE 202 and did not let them out. GE 202 will not be used here (or in any later area), because it was used and held in area *ECESCI*.

Reuse of Courses and Attributes

With multiple-entity reuse, each piece of the course is a separate entity and can be used independently. For example, if you had course MA 101 with attributes of *MATH* and *CALC*, the course could be used in one area as MA 101 and attribute *CALC* in another without reuse coming into play, leaving the attribute of *MATH* as unused and available for other requirements.

With single-entity, attributes are like "nicknames" and are simply a different way of identifying the course. Once you have used the above course referenced by its nickname or attribute of *MATH*, the course MA 101 is used, as is its other nickname, *CALC*. Any use after the first use of any part must be done according to availability based on reuse flags.

Refer to “Reuse” on page 2-2 for a complete discussion of reuse in CAPP.

Sets and Subsets

A *set* is a collection of records. A *subset* is a division within the set. When you use set and subset, these principles apply:

- *Different* sets are an *and* condition.
- *Like* subsets within a set are an *and* condition.
- *Unlike* subsets within a set are an *or* condition.
- *Null* sets/subsets are required elements and are an implied *and* among all records with a *null* set/subset.

The following example shows how to use sets and subsets.

To satisfy a requirement, a student must take:

HIST 110, 111, *and* 114
or
ANTH 100-102

and

PSYC 100
or
SOC 110

The words *and* and *or* in the above requirement are your *conditions*. Let's look at this one segment at a time.

To satisfy this requirement, a student must take:

HIST 110, 111, *and* 114

Using set and subset logic, this statement could be translated as follows:

SET	*SUBSET*	*SUBJ*	*COURSE # Low*
A10	111	HIST	110
A10	111	HIST	111
A10	111	HIST	114

We have created a set of courses called *A10* and three subsets called *111*. The like subsets within a set are an implied "and" condition. In this example, you have created three "like" subsets of 111, so you are telling CAPP that the student must take the courses 110, 111 *and* 114.

Why did you name this set *A10* and the subsets *111*? The coding of sets and subsets is completely at your discretion. You may have a meaningful coding system that works for you, and will help you quickly tell sets apart. There are, however, some guidelines for naming sets and subsets:

- *Set* is a character field, up to three characters in length, beginning with a letter.
- *Subset* is a numeric field, three digits in length. If you do not enter all three digits in a subset, CAPP will insert leading zeros in the spaces you have left empty so that it can do a correct priority sort on your entries.

The compliance process sorts your entries and selects courses according to the following sort priority:

- Null entries (entries without a rule or set and subsets)
- Null entries with a rule
- Sets sorted alphabetically
- Subsets within a set, sorted numerically

You can define very specifically how compliance selects courses/attributes within detail requirements. For example, you may have four courses that are absolutely required. If you do *not* care about the order in which these requirements are fulfilled, define the requirements without the use of sets, subsets and/or rules (this type of definition was called a "null entry" in our general principles). These requirements will be examined first by compliance. If you *do* care about the order in which these requirements are examined, use a different set for each requirement, using set codes to define the order in which you want the requirements examined.

When you define sets and subsets, higher priority sets should have codes using letters earlier in the alphabet: sets with the highest priorities should begin with A's and B's, and those with the lowest should begin with Y's and Z's. Using this structure, you can control the order in which compliances handles the course and attribute requirements.

Now let's continue to build this requirement.

To satisfy this requirement, a student must take:

HIST 110, 111, *and* 114
or
ANTH 100-102

In this part of the statement, you have specified that the student must take the first three courses you defined *or* ANTH 100-103. You would then add different subset to the formula:

SET	*SUBSET*	*SUBJ*	*COURSE # Low*
A10	111	HIST	110
A10	111	HIST	111
A10	111	HIST	114
A10	222	ANTH	100
A10	222	ANTH	101
A10	222	ANTH	102

Our new subset of *222* is *unlike* the previous subset of *111*, but is still part of the *A10* set. This is an "or" condition because unlike subsets within a set are an implied "or" condition.

Now let's finish building this requirement.

To satisfy this requirement, a student must take:

HIST 110, 111, *and* 114
or
ANTH 100-102

and

PSYC 100
or
SOC 110

The last part of our statement is linked to the HIST/ANTH courses with an *and* statement, so you want to build a new set:

SET	*SUBSET*	*SUBJ*	*COURSE # Low*
A10	111	HIST	110
A10	111	HIST	111
A10	111	HIST	114
A10	222	ANTH	100
A10	222	ANTH	101
A10	222	ANTH	102

SET	*SUBSET*	*SUBJ*	*COURSE # Low*
A20	111	PSYC	100
A20	222	SOC	100

Because different sets are an implied "and" condition, our *A20* set is now linked to the *A10* set. And since you used unlike subsets within the *A20* set, you are telling CAPP to take PSYC 100 *or* SOC 100.

Rules

When you have more complicated requirement, you might need to use a rule. Attachment rules use the same variables as other area or group attachments, but add the concept of conditions. Rules will allow you to specify the number of conditions that must be satisfied.

Example for area group attachments:

One of your requirements says, "Fulfill the requirements of two out of these three groups."

You would not be able to define this requirements using area or group attachments alone. You could define this requirement using sets and subsets, but would need to define many different combinations to arrive at the desired results.

Example for area or group course/attribute attachments:

One of your requirements says, "Take three courses in History, American Studies, Sociology, or Psychology, each in a different discipline."

If you used standard course/attribute attachments, you could define these requirements as a group, but could not place a limit on *exactly* three courses and also could not enforce the "each in a different discipline" requirement.

You *could* define this requirement using sets and subsets, but would need to define a lot of different combinations in order to arrive at the desired results. You still would not be able to enforce the requirement for *exactly* three courses.

Using rules, you can define these requirements exactly.

When an area or group is being set up, if a value is entered in any of the **Rule** fields but the rule is not actually defined, compliance results will show the rule value, but the window for viewing the rule will not be accessible. It is, therefore, important to define rules properly and not just enter a value in the **Rule** field.

Rule Processing

The system uses rules to handle situations in which Boolean logic cannot correctly process requirements, such as the following:

- To select three conditions from five conditions
- To select one course from list of possibilities
- To select one course each from three of the five lists below
- To use an umbrella rule and maximum values that span detail requirements

If necessary, you can use both list processing and Boolean logic in rules. For example, you might need a rule that requires two out of three conditions but that uses Boolean logic within the conditions (all detail lines are required and must be met), or you might need to use list processing logic (use whatever detail lines are necessary to satisfy the umbrella requirements) within the conditions.

Each rule is defined by its "umbrella" and its detail line section. The rule umbrella contains information that drives processing. This information includes the number of required conditions, per-condition information (credits required, courses required, maximum credits, and maximum courses), and total rule information. A value must be defined in at least one of the fields that make up the umbrella for any rule processing to occur.

During rule processing, values entered in the maximum credits/courses per-condition and maximum credits/courses (total) will never be exceeded. The umbrella and detail line section work together, but the umbrella is the controlling force in the processing. Thus, even if each detail line is minimally satisfied but the umbrella requires more credits or course than have been applied to the detail lines, the overall rule will not be satisfied. For example, a rule umbrella might require 15 credits and that three (out of four) conditions be satisfied. However, even if three of the four detail lines in the detail line section have one course (the minimal requirement for each detail line) applied to them, the overall total of 15 credits might still not be satisfied.

The rule detail line section contains course and attribute attachment requirements to support the required items in the umbrella. It is the presence or absence of per-condition information that determines whether list processing or Boolean logic drives the detail line processing.

List Processing

If values are entered in any of the per-condition fields (such as required credits/courses per condition or maximum credits/courses per condition), the requirements defined in detail line section are considered to be lists or sub-lists of possibilities.

- Different values in the **Set** field denote different conditions.
- Entries with the same set and subset values are considered one list.
- Different subsets for a given set are considered sub-lists, and per-condition information must be satisfied from one sub-list.
- The condition is counted when per-condition requirements are satisfied. This may or may not mean that all detail lines were met.

During list processing, set and subset values are intended to link detail lines together to form lists of possible choices where all choices are not necessarily needed to meet the requirement. Thus, set and subset values function somewhat differently from how they are described.

Boolean Logic

If no values are entered in the per-condition fields, the requirements defined in the detail line section are processed using Boolean logic in a manner similar to non-rule detail attachments.

- Different values in the **Set** fields still denote different conditions.
- Subsets are processed using “and/or” logic.
- For this type of condition to be satisfied, all detail lines must be met.

Courses/attributes that do not satisfy conditions are released so that they can be available to satisfy subsequent conditions

When the system has processed all conditions for a rule, if the number of required conditions is not met, then *conditional loop logic* is used to reprocess the conditions. Beginning with the first condition, *conditional loop logic* re-evaluates conditions and apply courses that fit their criteria, until the number of required conditions has been re-evaluated

Rule processing uses sets and subsets in two ways, based on values in the per-condition fields of the umbrella.

- If there is *no* per-condition information in the umbrella, then subset processing is handled as Boolean logic, in a manner similar to its use in group and area course attachments. The release of courses will be different based on the conditions in the rule.
- If there *is* per-condition information in the umbrella, then subsets denote lists and sub-lists, and the detail requirements are considered to be a list of possibilities.

Therefore, it is the presence or absence of per-condition information that determines whether list processing or Boolean logic drives the detail line processing.

Examples

The following are some examples of rule processing. They are basic examples, to illustrate the various methods of detail processing.

Example 1: Select six credits from a list of courses.

For list processing, a value must be entered in the required credits/courses per-condition and/or maximum credits/courses per-condition fields. Since there is only one list (i.e one condition), that requires six credits, the per-condition fields drive processing and denote the use of lists or sub-lists.

Umbrella: Number of conditions required = 1
Per-condition = 6 credits

Cond	*Set*	*Subset*	*Course*	*Courses Used*
1	A	100	MATH 101	MATH 101 - 3 credits
1	A	100	MATH 103	
1	A	100	MATH 104	MATH 104 - 3 credits
1	A	100	MATH 211	
1	A	100	MATH 212	

Let's say a student has MATH 101 (three credits) and MATH 104 (three credits).

- The condition is counted because the requirement of six credits per-condition is met.
- The rule is met because the number of conditions required is met.

Example 2: Select six credits from a sub-list of courses.

For list processing, a value must be entered in the required credits/courses per-condition and/or maximum credits/courses per-condition fields. There are two sub-lists in one condition. All six credits must be from one sub-list. The per-condition fields drive processing and denote the use of lists or sub-lists.

Umbrella: Number of conditions required = 1
Per-condition = 6 credits

Cond	*Set*	*Subset*	*Course*	*Courses Used*
1	A	100	MATH 101	MATH 101 - 3 credits
1	A	100	MATH 103	
1	A	100	MATH 104	MATH 104 - 3 credits
1	A	200	MATH 211	
1	A	200	MATH 212	

Let's say a student has MATH 101 (three credits), MATH 104 (three credits), and MATH 211(three credits).

- The condition is counted because the requirement of six credits per-condition is met, and both courses are from subset 100.
- The rule is met because the number of conditions required is met.

Example 3: Select a series of courses. Based on difficulty, one, two, or three courses may be required.

Students must have MATH 101, 103, and 104, or they must have MATH 211 and 212, or they must have MATH 410.

((MATH 101, 103, and 104) or (MATH 211 and 212), or (MATH 310))

Because there is no per-condition information, Boolean logic is used to drive processing and to determine if the condition is met.

Note: Although this type of processing could be done outside of a rule, it is possible that a rule would be used for printing or consistency purposes.

Umbrella: Number of conditions required = 1
Per-condition = NULL

Cond	*Set*	*Subset*	*Course*	*Courses Used*
1	A	100	MATH 101	MATH 101 - 3 credits
1	A	100	MATH 103	
1	A	100	MATH 104	MATH 104 - 3 credits
1	A	200	MATH 211	
1	A	200	MATH 212	
1	A	300	MATH 410	

Let's say a student has MATH 101 (three credits), MATH 104 (three credits), and MATH 211(six credits).

- The condition is not counted because the student does not have MATH 103 or meet the Boolean logic for subsets 200 and 300.
- The rule is not met because the number of conditions satisfied is zero.

Example 4: Select courses from two subjects (out of four).

Students must have two sequences from the following subjects: Physics, Math, Chemistry, and/or Biology.

((Physics 101 and 102) or

(Math 101, and 102, and 103) or

(Chem 101, and 201, and 301, and 401) or

(Biol 202, and 203, and 204))

Because there is no per-condition information, Boolean logic will be used to drive processing and to determine if the condition is met.

Umbrella: Number of conditions required = 2
Per-condition = NULL

Cond	*Set*	*Subset*	*Course*	*Courses Used*
1	A	100	PHYSICS 101	
1	A	100	PHYSICS 102	
2	B	100	MATH 101	MATH 101 - 3 credits
2	B	100	MATH 102	MATH 102 - 3 credits
2	B	100	MATH 103	MATH 103 - 3 credits

Cond	*Set*	*Subset*	*Course*	*Courses Used*
3	C	100	CHEM 101	
3	C	100	CHEM 201	
3	C	100	CHEM 301	
3	C	100	CHEM 401	
4	D	100	BIOL 202	BIOL 202 - 3 credits
4	D	100	BIOL 203	
4	D	100	BIOL 204	

Let's say a student has MATH 101 (three credits), Math 102 (three credits), MATH 103 (three credits), and BIOL 202 (three credits).

- Condition one is not counted because the student took none of the courses.
- Condition two is counted because the student has all three courses.
- Condition three is not counted because the student took none of the courses.
- Condition four is not counted because the student only has BIOL 202 and not the other two courses.
- The rule is not met because number of conditions is not met (only one condition was counted).

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Chapter 3 Setting Up Curriculum Rules

This chapter provides a detailed explanation of curriculum rules, especially how they are used in CAPP, and also includes the following procedures:

- "Introduction" on page 3-1
- "Planning Your Curriculum Rules" on page 3-7
- "Setting Curriculum Controls" on page 3-8
- "Defining Curriculum Rules" on page 3-9
- "Displaying Curriculum Rules" on page 3-12
- "Changing Curriculum Rules for Discontinued or Modified Programs" on page 3-13
- "Application and Inquiry Forms for Defining Curriculum Rules" on page 3-16

Introduction

Curriculum rules are used to define the academic programs in use at your institution.

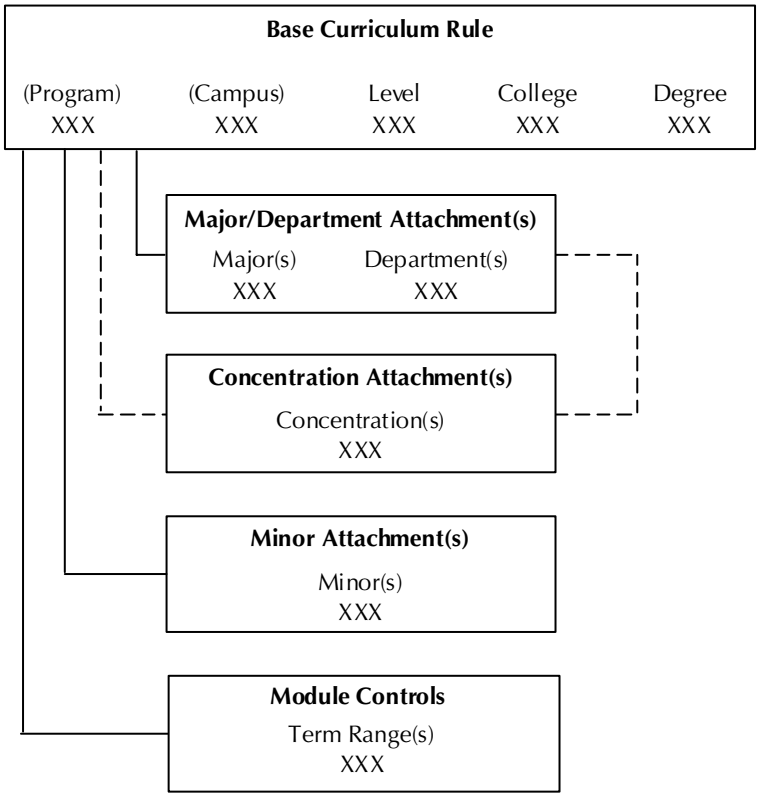
Each base curriculum rule defines a valid combination of:

- Program (optional)
- Campus (optional)
- Student level (required)
- College (required)
- Degree (required)

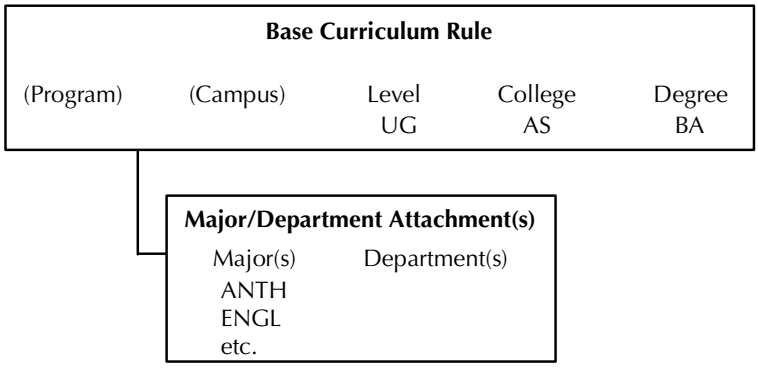
Each base curriculum rule must be unique.

You can attach a concentration to a base curriculum rule or to a major.

The following diagram shows the basic structure of a curriculum rule:



When curriculum checking is in effect, data entered in curriculum-related records must match the criteria specified in the base curriculum rule. For example, let's say that you have defined a curriculum rule as follows.



In this example, there is one base rule specifying that the Bachelor of Arts (BA) degree is valid within the College of Arts & Sciences (AS) at the undergraduate (UG) student level, and that majors such as Anthropology (ANTH) and English

(ENGL) have been attached. (There would, of course, be many other majors attached.) If a user attempts to enter a Bachelor of Science degree instead of Bachelor of Arts or a graduate degree instead of undergraduate, the system returns an error message.

If you do not assign a program or campus code to a base curriculum rule, the system accepts any value entered in these fields in curriculum-related records. In the same way, if you do not attach a department when you attach a major to a base curriculum rule, the system accepts any department.

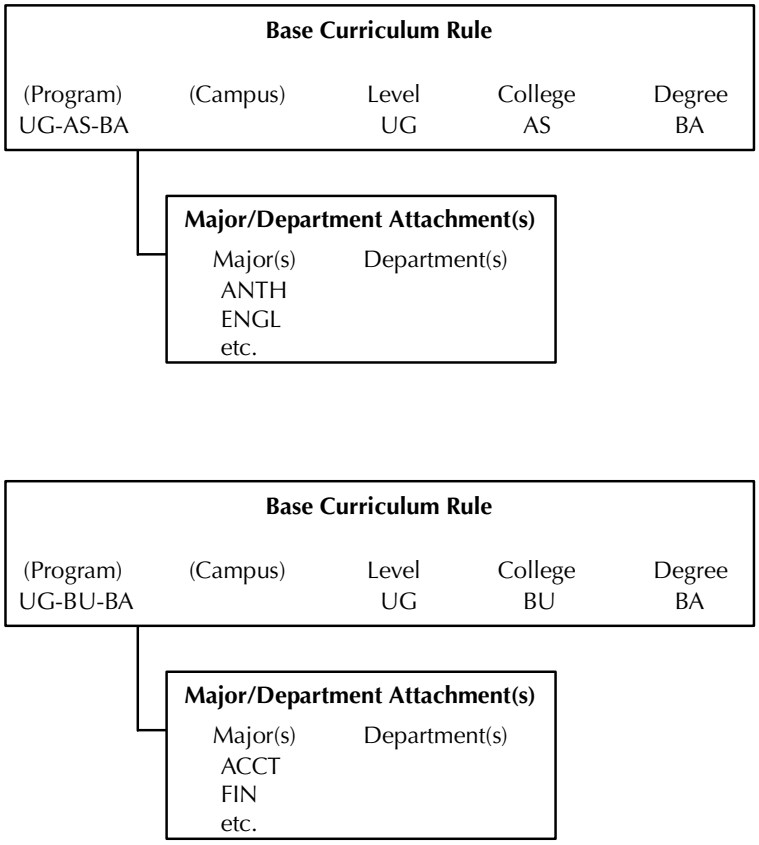
This discussion so far has explained curriculum rules in a very simplified way. In practice, curriculum rules can be designed for a greater degree of complexity and control. You accomplish this by associating programs with curriculum rules.

Although you do not need to define your program requirements first, you do need to know your program structure. You also need to define your program rules on the Program Definition Rules Form (SMAPRLE). (A complete discussion of programs, including program rules and requirements, is in “Defining Programs” on page 4-1.)

You can design “generic” programs or “major-specific” programs.

Generic Programs

A "generic" program is one that groups all majors related to a level/college/degree combination together in a single program, as shown in the following diagram.



In this example, the top rule is the same one introduced in the previous section but is now associated with program UG-AS-BA. The bottom rule is associated with program UG-BU-BA and specifies the Bachelor of Arts (BA) degree within the College of Business (BU) at the undergraduate (UG) student level, and that majors such as Accounting(ACCT) and Finance (FIN) have been attached. (As before, there would be other programs, and there would also be other majors attached.)

For generic programs such as the ones above, the following guidelines apply.

- The program's overall requirements apply to all students pursuing a level/college/degree combination.
- The program code does not specify the major.

- The program must be non-captive, and at least the major requirements must be selected dynamically based on area qualifiers.
- Non-major areas, such as General Education requirements, do not need to be selected dynamically. They can be attached to the program or not, but if not attached, then they must be selected dynamically based on area qualifiers.

The benefits to this approach are the following.

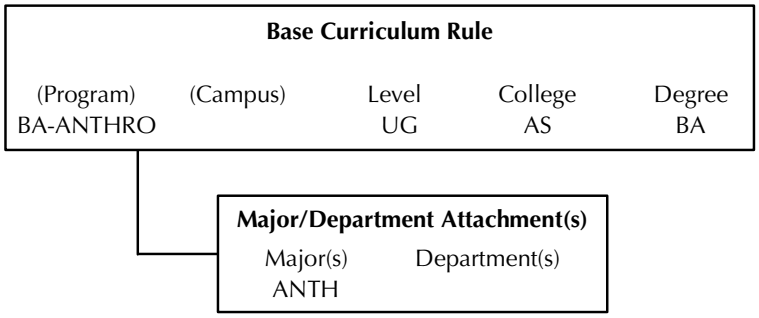
- Fewer program rules are required, because you will need fewer program codes.
- Fewer curriculum rules are required, because multiple majors will be attached to each base rule.
- You can build curriculum rules without first building program rules, because you do not need program codes to make base curriculum rules unique.

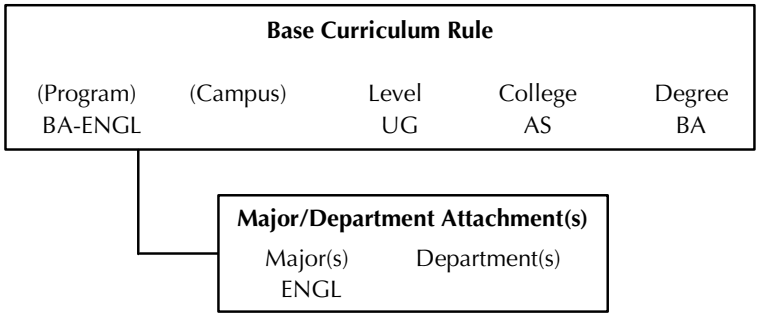
The following are the drawbacks to this approach.

- You will not be able to identify a student's complete set of requirements merely by looking at the program code.
- You will need to define appropriate area qualifiers for the areas that must be selected dynamically.

Major-Specific Programs

A “major-specific” program is one that applies to only a single major within a level/college/degree combination, as shown in the following diagram.





In this example, there are different program requirements for the programs leading to a Bachelor of Arts (BA) degree in the college of Arts & Sciences (AS) at the undergraduate (UG) student level: one set of program requirements for the major in Anthropology (ANTH) and another set of program requirements for the major in English (ENGL). Each program is identified by a different program code, and two curriculum rules are required.

For major-specific programs such as the ones above, the following guidelines apply.

- Each program has a different set of program requirements for its attached major.
- The program code alone identifies the major associated with the program.
- The program can be captive or non-captive.
- All area requirements can be attached directly to the program; area qualifiers do not need to be defined for any attached area.

The benefits to this approach are the following.

- Users who are familiar with your program structure can determine the program requirements that will be applied to a student merely by looking at the program code.
- You do not need to understand or use dynamic areas and area qualifiers when defining program and area requirements.

The drawbacks to this approach are the following.

- More program rules are required, because you will need a program code that identifies the program rules for each major.
- More curriculum rules are required, because a base rule is required for each program code.
- You cannot build curriculum rules without first building program rules, because program codes are needed to make base curriculum rules unique.
- You need to define appropriate area qualifiers for the areas that must be selected dynamically.

Planning Your Curriculum Rules

Curriculum rules are used by the following modules, in addition to CAPP, in Banner Student:

- Recruiting
- Admissions
- General Student
- Registration
- Academic History

Careful planning is therefore required before you build your curriculum rules, otherwise, you might have to rebuild them. Keep the following guidelines in mind.

- Develop your curriculum rules on paper before starting to define them in the system.
- Remember that there is no single “correct” way to define curriculum rules. You must use the structure that works best for your institution’s practices.

Setting Curriculum Controls

Use the Curriculum Rules Control Form (SOACTRL) to set options related to using curriculum rules and to set the severity level of curriculum checking.

1. Access the Curriculum Rules Control Form (SOACTRL).

2. Since you are defining your curriculum rules, select the **No** radio button in the **Require Program Code on Curriculum Rules** radio button group.

   Note: Once you have defined your program rules and assigned a program code to every base curriculum rule, you will select the **Yes** radio button. When set to **Yes**, you cannot build new base curriculum rules unless you assign a program code to the base rule.

3. Set the **Perform Curriculum Checking** radio button group to specify whether the system should perform curriculum checking.
   - When set to **No**, no curriculum checking is performed.
   - When set to **Yes**, curriculum rules are applied based on the error severity flags for each module set on this form and on the module controls set for each base curriculum rule on the Curriculum Rules Form (SOACURR).

     When **Require Program Code on Curriculum Rules** is set to **Yes**, **Perform Curriculum Checking** must also be set to **Yes**. If you are using CAPP Program Planning features, you must also have curriculum rule checking in effect.

     When **Require Program Code on Curriculum Rules** is set to **No**, you can use curriculum rules checking or not. When you change **Perform Curriculum Checking** from **No** to **Yes**, curriculum rules checking immediately goes into effect for all users, based on the curriculum rules themselves, the error severity set for each module, and the module controls set for each base curriculum rule on SOACURR.

4. Set the **Attach Concentrations to Majors** radio button group specify how concentrations may be built on curriculum rules.
   - When set to **Yes**, concentrations can be attached to major/ department rules and to base curriculum rules.
   - When set to **No**, concentrations can be attached only to base curriculum rules (that is, they cannot be attached directly to majors), and the concentrations are valid for all majors within the base curriculum rule.

5. Use the **Create or Update Degree with Primary Curriculum** and **Create or Update Degree with Secondary Curriculum** radio button groups to specify defaults for curriculum rules built on SOACURR.

To indicate that degree records should be created or updated when the base curriculum values are present in a student's primary curriculum or secondary curriculum (as appropriate), select the **Yes** radio button for the corresponding radio button group.

The settings you choose on this form are reflected in the **Primary** and **Secondary** checkboxes on SOACURR, but you can change them in SOACURR as desired.

Note: The **Create or Update Degree with Secondary Curriculum** radio button group is typically set to **Yes** if the secondary curriculum qualifies to create the degree record (that is, if the program, degree, and level are different on the secondary curriculum) and you want to create another degree record.

6. Use the Error Severity section of the form to specify, by module, how curriculum checking should respond when it encounters a curriculum rule error. The error severity options are:
   - *Fatal:* the system will not allow a curriculum combination to be used which is not in effect on SOACURR
   - *Warning:* a message is generated that the combination is invalid, and the user is given the option to continue or cancel
   - *No Checking:* the rules are not checked, and no message is displayed

Defining Curriculum Rules

Use the Curriculum Rules Form (SOACURR) to define your curriculum rules.

1. Access the Curriculum Rules Form (SOACURR).
2. Use the **Term** field to specify which (if any) term to use.
   - If you are defining curriculum rules for a specific term, enter the term code before going to the next block.
   - If you are defining curriculum rules for all terms, leave the **Term** field blank before going to the next block.
3. Go to the next block. The form will be in query mode.
4. Execute a query. Since you are defining new rules, you do not need to specify any search criteria. (See "Displaying Curriculum Rules" on page 3-12 for information about executing a query to maintain or view existing rules.)
5. Insert a new record.

6. If you are associating a program with this curriculum rule, enter the program code in the **Program** field.

   If you enter a program code, the system automatically enters values in the remaining fields based on values assigned to the program on the Program Rules Definition Form (SMAPRLE).

7. If you are not associating a program with this curriculum rule, enter the appropriate values in the remaining fields. The following fields are required:
   - **Level**
   - **College**
   - **Degree**

8. If desired, change the settings in the **Primary** and **Secondary** checkboxes.

   These settings default from the Curriculum Rules Control Form (SOACTRL).

9. Leave the **Locked** checkbox cleared.

   Note: When a curriculum rule is not locked, it cannot be associated with records in the Recruiting, Admissions, General Student, and Academic History modules. When a curriculum rule is locked, it is a valid rule that will be enforced during curriculum checking, based on the error severity set for each module on SOACTRL, and the module control settings for the rule in the Module Control window of this form.

10. Save your changes.

11. Select the Module Control tab to go to the Module Control window.

12. If necessary, change the term code in the **From Term** field.

13. Select the **On** radio button for each module in which this base curriculum rule should be in effect.

14. Save your changes.

15. Return to the main window.

16. Select the Majors and Departments tab to go to the Majors and Departments window.

17. If necessary, change the term code in the **From Term** field.

18. For each major that you want to attach to the base curriculum rule, enter the major code in the **Major** field.

19. If desired, enter a department code in the **Department** field.

20. Select the checkbox of each module for which this major/department rule is to be active.

21. If this major/department rule is to be mapped for Web and EDI processing, select the **EDI Mapped** checkbox.

22. Save your changes.

23. Repeat steps 18 to 22 for each major you are attaching to the base curriculum rule.

24. If you want to attach concentrations to a major, continue as follows.

    Note: You can attach concentrations to a major only if the **Attach Concentrations to Majors** radio button group on SOACTRL is set to **Yes**.

    (a) Select the major.

    (b) Select the Major-Dependent Concentrations tab to go to the Major-Dependent Concentrations window.

    (c) If necessary, change the term code in the **From Term** field.

    (d) For each concentration that you want to attach to the base curriculum rule, enter the concentration code in the **Concentrations** field.

    (e) Select the checkbox of each module for which this concentration attachment is to be active.

    (f) Save your changes.

    (g) Return to the Majors/Department Rules window.

    (h) Repeat step 24 for each major to which you want to attach concentrations.

25. Select the Base Curriculum Rules tabe to return to the main window.

26. If you want to attach concentrations to a base curriculum rule, continue as follows.

    (a) Select the rule to which you want to attach concentrations.

    (b) Select the Rule-Based Concentrations tab to go to the Rule-Based Concentrations window.

    (c) If necessary, change the term code in the **From Term** field.

    (d) For each concentration that you want to attach to the base curriculum rule, enter the concentration code in the **Concentrations** field.

    (e) Select the checkbox of each module for which this concentration attachment is to be active.

    (f) Save your changes.

(g) Return to the main window.

(h) Repeat step 26 for each base curriculum rule to which you want to attach concentrations.

27. If you want to attach minors to the base curriculum rule, continue as follows.

(a) Select the rule to which you want to attach minors.

(a) Select the Minors tab to go to the Minors window.

(b) If necessary, change the term code in the **From Term** field.

(c) For each minor that you want to attach to the base curriculum rule, enter the minor code in the **Minors** field.

(d) Select the checkbox of each module for which this minor attachment is to be active.

(e) Save your changes.

(f) Return to the main window.

(g) Repeat step 27 for each base curriculum rule to which you want to attach minors.

28. When you have finished defining a curriculum rule, select the **Locked** checkbox in the main window, and save your changes.

29. When you have finished defining *all* of your curiculum rules and are ready to put them into use with CAPP, access SOACTRL and set the **Require Program Code on Curriculum Rules** radio button group to **Yes**.

Displaying Curriculum Rules

The Curriculum Rules Form (SOACURR) opens in query mode. This procedure explains how to display as many or as few base curriculum rules as you choose.

1. Access the Curriculum Rules Form (SOACURR).

2. If you want to display all base curriculum rules, continue as follows.

(a) Leave the **Term** field blank.

(b) Go to the next block.

(c) Perform an Execute Query function.

(d) The system displays all base curriculum rules.

3. If you want to display base curriculum rules for a specific term, continue as follows.

   (a) Enter the term code in the **Term** field.

   (b) Go to the next block.

   (c) If you want to display all base curriculum rules for the term, perform an Execute Query function.

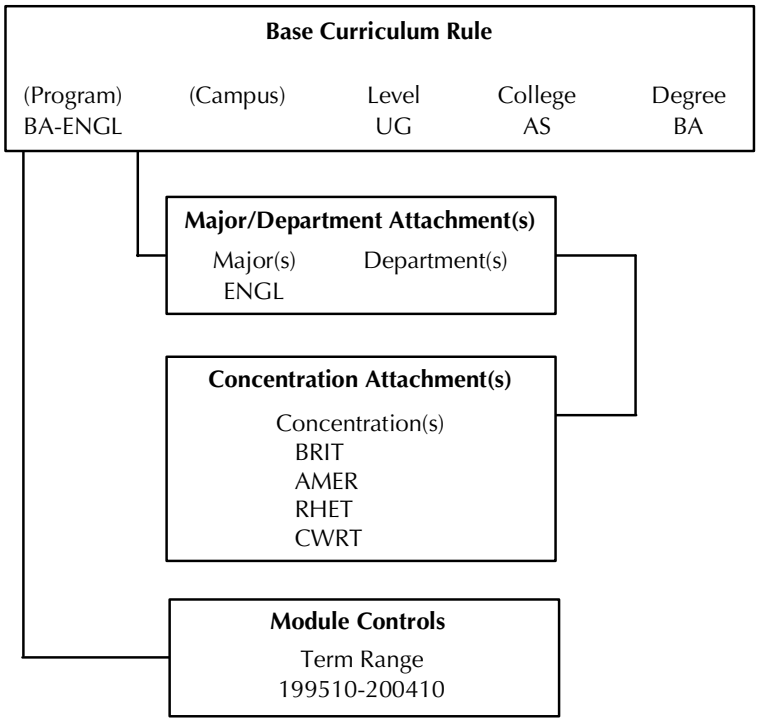
   (d) If you want to display only the base curriculum rules meeting certain criteria, enter the appropriate values in the field(s), then perform an Execute Query function.

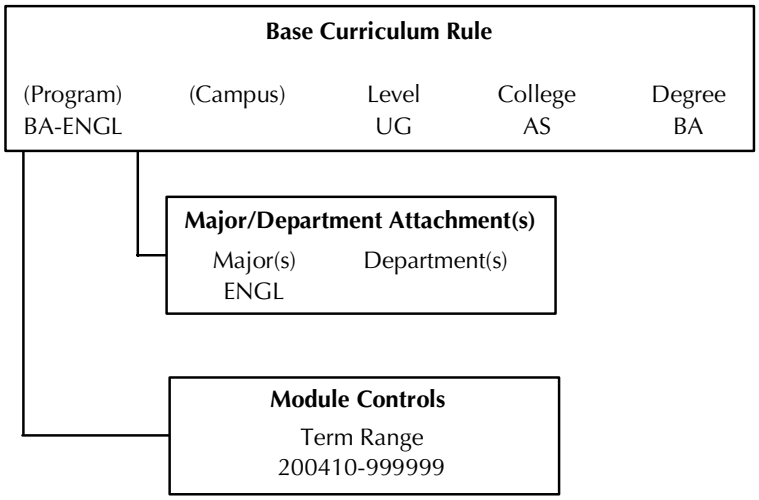
   (e) The system displays the base curriculum rules meeting that meet your search criteria.

Changing Curriculum Rules for Discontinued or Modified Programs

When a program is discontinued or modified, you must create a new record (module control, major attachments, and so on) for the new term range and modify the settings for the old term range.

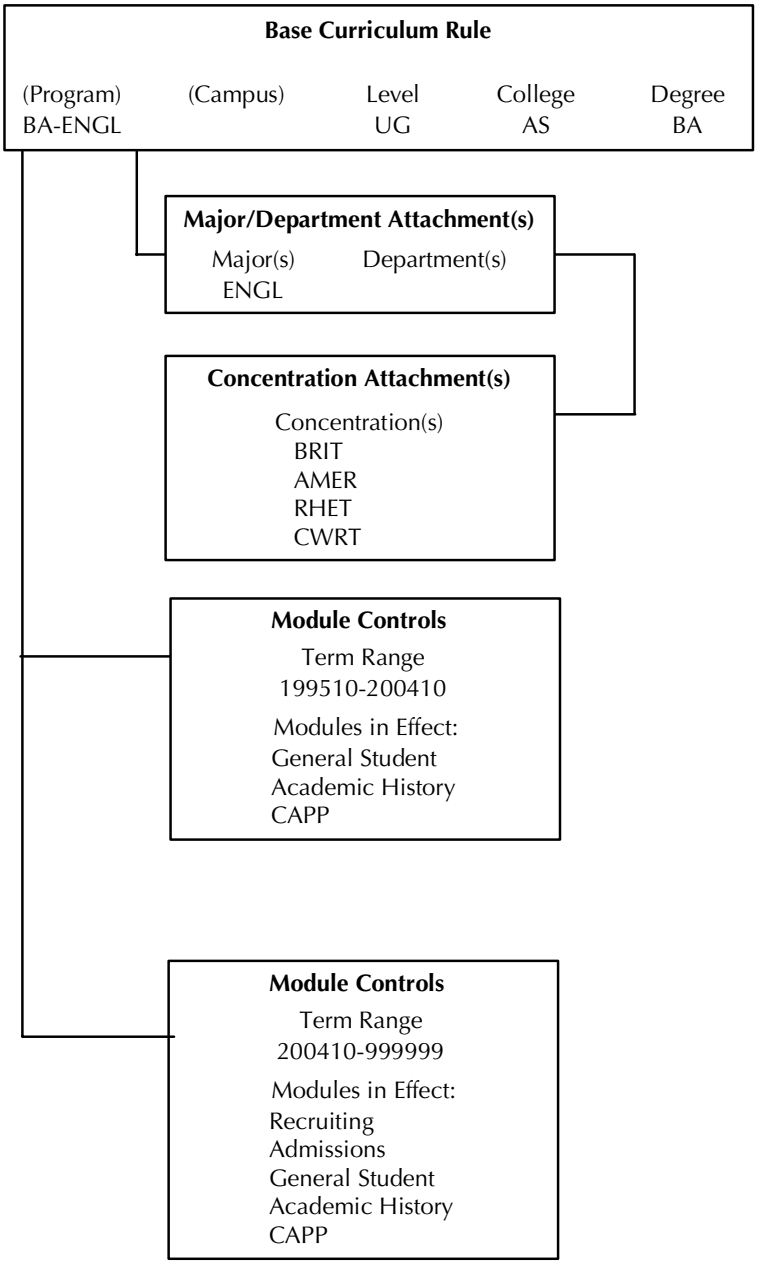
For example, let's say that for the past ten years your English majors have been required to select a concentration, but effective term 200410, this requirement will no longer apply. The following diagram illustrates how this affects the module control record. The same principles apply to the other windows of the Curriculum Rules Form (SOACURR).





In this example, students who became English majors in term range 199510-200390 continue to have to meet the program requirement that includes a concentration, and the program requirements will apply to them until they graduate or leave the program. Students who become English majors in term 200410 and later do not have to select a concentration.

You must, therefore, keep the first module control rule in effect for existing English majors but do not want to apply it new English majors. To accomplish this, you will create a new module control record for the new term range, and disable the old term range for Recruiting and Admissions. Once all students have completed the program, the rule can then be made unavailable for the remaining modules. The following diagram illustrates this.



The following procedure explains how to create multiple module control records. The same principles apply to all of the windows of the Curriculum Rules Form (SOACURR).

1. Access the Curriculum Rules Form (SOACURR).
2. Execute a query to display the curriculum rule(s) you want to modify. (See "Displaying Curriculum Rules" on page 3-12 for instructions.)
3. Select the Module Control tab to go to the Module Control window.

   The system displays the record for the most recent term range.
4. Place cursor in the **From Term** field.
5. Perform a Duplicate Record function.
6. Enter the code of the first term in the new range.
7. Select the checkbox of each module that is to be active for the new range.
8. Save your changes.

   The system automatically inserts the beginning term code for the new range in the **To Term** field of the record for the old range. The system also adds the message *Multiple Effective Terms* in the space between the **From Term** field and the **To Term** field.
9. In the **From Term** field, enter the beginning term code for the old range.
10. Clear the checkbox(es) of each module that is *not* to be active for the old range.
11. Save your changes.

Application and Inquiry Forms for Defining Curriculum Rules

This section includes the following application and inquiry forms that are used to define curriculum rules:

- "Curriculum Rules Control Form (SOACTRL)" on page 3-17
- "Curriculum Rules Form (SOACURR)" on page 3-26
- "Learner Curriculum Activity Rules Form (SORCACT)" on page 3-47
- "Learner Curriculum Query Form (SOILCUR)" on page 3-48

Curriculum Rules Control Form (SOACTRL)

Use the Curriculum Rules Control Form (SOACTRL) to set options related to using curriculum rules and to set the severity level of curriculum checking for the associated Student System modules.

The key to this form is the term, which is optional. If you enter the term in the key, the form shows you only the rules that are valid for that term; no future term rules are displayed. If entered, the value in the **Term** field does not control or filter data displayed in the windows for module control, majors and departments, concentrations, and minors rules.

Main Window

The main window is composed of the Curriculum Rules block and the Number of Curricula Allowed block.

Curriculum Rules Block

Use this block to define your curriculum rules.

Fields	Descriptions
The following fields are in the Curriculum Rules section.	
Require Program Code on Curriculum Rules	Radio button group that indicates whether programs are used in conjunction with curriculum rules. If so, every new and existing curriculum rule must contain a program code. The option cannot be set to *Yes* unless every curriculum rule contains a program code. Every new curriculum rule *must* contain a program code. Choices are: *Yes* — Programs are used in conjunction with curriculum rules. You have assigned a program to every curriculum rule. You will not be able to build new curriculum rules unless you assign a program code to the base curriculum rule. *No* — Programs are not necessarily used in conjunction with curriculum rules. Consequently, program code is an optional field for new and existing curriculum rules.

Fields	Descriptions
Perform Curriculum Checking	Radio button group that indicates whether curriculum rules are enforced. This feature is also referred to as curriculum checking. When you add or update a curriculum record in Recruiting, Admissions, General Student, Academic History, or CAPP, the system validates that the curriculum is in effect on the Curriculum Rules Form (SOACURR). Choices are: *Yes* — Curriculum rules are applied based upon the **Error Severity** flags for each module set on SOACTRL and the module controls set for each base curriculum rule on SOACURR. *No* — Curriculum checking is not performed. **Note:** If you are using CAPP features (**Require Program Code on Curriculum Rules** is set to *Yes*), you must also have curriculum rule checking in effect. When **Require Program Code on Curriculum Rules** is set to *No*, **Perform Curriculum Checking** may be either *Yes* or *No*.
Attach Concentrations to Majors	Radio button group that indicates how concentrations can be attached to curriculum rules. Choices are: *Yes* — Concentrations can be attached to major/department rules and to base curriculum rules. When attached to a major/department rule, a concentration is valid only within the specified major/department rule. *No* — Concentrations cannot be attached directly to major/department rules, although they can be attached to base curriculum rules. Also, you cannot access the Major-Dependent Concentrations window from the Majors/Departments Rules window. Concentrations attached directly to base curriculum rules are valid for any majors within the base curriculum rule.

Fields	Descriptions
Create or Update Degree with Primary Curriculum	Radio button group that sets the value of the **Primary** checkbox default on SOACURR. The **Primary** checkbox setting in the curriculum rule is the default value for the **Roll Learner** radio button group on the Curriculum window of the General Student Form (SGASTDN). When that checkbox is selected, the system creates or updates a degree record in the Degrees and Other Formal Awards Form (SHADEGR) in Academic History from the primary curriculum in General Student. Choices are: *Yes* — **Primary** checkbox is selected by default on SOACURR. *No* — **Primary** checkbox is cleared by default on SOACURR.
Create or Update Degree with Secondary Curriculum	Radio button group that sets the value of the **Secondary** checkbox default on SOACURR. The **Secondary** field in the curriculum rule is the default value for the **Roll Learner** radio button group on the Curriculum window of SGASTDN. As a result, the system creates or updates a degree record on SHADEGR in Academic History from the secondary curriculum in General Student. Choices are: *Yes* — **Secondary** checkbox is selected by default on SOACURR. *No* — **Secondary** checkbox is cleared by default on SOACURR.
The following fields are in the Curriculum Checking Error Severity section.	
Recruiting	Radio button group that indicates the severity of curriculum checking in the Recruiting module. Choices are: *Fatal* — System does not allow a curriculum combination that is not defined and locked on SOACURR. *Warning* — A message is generated that the curriculum combination is invalid, and the user is given the option to continue or cancel. *No Checking* — Curriculum rules are not checked, and no message is displayed.

Fields	Descriptions
Admissions	Radio button group that indicates the severity of curriculum checking in the Admissions module. Choices are: *Fatal* — System does not allow a curriculum combination that is not defined and locked on SOACURR. *Warning* — A message is generated that the curriculum combination is invalid, and the user is given the option to continue or cancel. *No Checking* — Curriculum rules are not checked, and no message is displayed.
Learner	Radio button group that indicates the severity of curriculum checking in the General Student module. Choices are: *Fatal* — System does not allow a curriculum combination that is not defined and locked on SOACURR. *Warning* — A message is generated that the curriculum combination is invalid, and the user is given the option to continue or cancel. *No Checking* — Curriculum rules are not checked, and no message is displayed.
Academic History	Radio button group that indicates the severity of curriculum checking in the Academic History module. Choices are: *Fatal* — System does not allow a curriculum combination that is not defined and locked on SOACURR. *Warning* — A message is generated that the curriculum combination is invalid, and the user is given the option to continue or cancel. *No Checking* — Curriculum rules are not checked, and no message is displayed.
CAPP Compliance Request	Error severity of curriculum checking for compliance requests in CAPP has just one value, *Fatal*. It cannot be changed. Consequently, if the **Perform Curriculum Checking** option is *Yes*, the system validates that the curriculum combination used for a compliance evaluation is in effect on SOACURR. Otherwise, the system does not permit the compliance evaluation.

Fields	Descriptions

The following fields are in the Error Severity on Learner Curriculum Updates section.

Inactivate Current Curriculum in Same Term

Radio button group that determines the type and severity of any error messages issued when an admissions decision will generate a learner curriculum that would inactivate an existing current and active learner curriculum with the same effective term.

Valid values are:

Fatal — The system will issue a fatal error message informing you that you cannot proceed without changing the application preference or curriculum priority on the application you are processing, because it will cause an existing learner curriculum to become inactive/non-current.

Warning — The system will issue a warning message informing you that the decision you are about to apply will cause an existing curriculum to become inactive/non-current. You have the option to continue or cancel.

- Clicking on Continue will copy the existing curriculum record with a curriculum status of *ADMITREPLACE* and then insert the new curriculum record as well as the application decision record.
- Clicking on Cancel allows you to perform a Clear Record on the application decision and adjust the application's preference value or the admissions curriculum priority as needed to avoid making changes to existing learner curricula.

No Message — The system will not issue any message at all when you enter a decision that will cause an existing curriculum to become inactive/non-current.

Fields	Descriptions
Inactivate Current Curriculum in Previous Term	Radio button group that determines the type and severity of any error messages issued when an admissions decision will generate a learner curriculum that would inactivate an existing current and active learner curriculum with an earlier effective term. Valid values are: *Fatal* — The system will issue a fatal error message informing you that you cannot proceed without changing the application preference or curriculum priority on the application you are processing, because it will cause an existing learner curriculum to become inactive/non-current. *Warning* — The system will issue a warning message informing you that the decision you are about to apply will cause an existing curriculum with an earlier effective term to become inactive/non-current. You have the option to continue or cancel. • Clicking on Continue will copy the existing curriculum record with a curriculum status of *ADMITREPLACE* and then insert the new curriculum record as well as the application decision record. • Clicking on Cancel will allow you to perform a Clear Record on the application decision and adjust the application's preference value or the admissions curriculum priority as needed to avoid making changes to existing learner curricula. *No Message* — The system will not issue any message at all when you enter a decision that will cause an existing curriculum with an earlier effective term to become inactive/non-current.

Fields	Descriptions
Cause a Curriculum Overload	Radio button group that determines the type and severity of any error messages issued when an admissions decision will generate a learner curriculum with a curriculum status value of *OVERLOAD*, because the number of curricula or fields of study allowed has been exceeded. Valid values are: *Fatal* — The system will issue a fatal error message informing you that you cannot proceed, because it would cause a learner curriculum or field of study record to be created with an *OVERLOAD* status. In order to process the application decision, you would need to inactivate the curriculum and/or field of study on the admissions application that would cause the overload. *Warning* — The system will issue a warning message informing you that the decision you are about to apply will cause a learner curriculum or field of study record to be created with an *OVERLOAD* status. You have the option to continue or cancel. • Clicking on Continue will copy the admissions curriculum and/or field of study record(s) with a curriculum status of *OVERLOAD* to the General Student module and then insert the application decision record. • Clicking on Cancel will allow you to perform a Clear Record on the application decision and inactivate the admissions curriculum and/or field of study record(s) as needed to avoid causing a curriculum overload in the General Student module. *No Message* — The system will not issue any message at all when you enter a decision that will cause a learner curriculum or field of study record to be created with an *OVERLOAD* status.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Number of Curricula Allowed Window

Use this window is composed of the Number of Curricula Allowed block and the Number of Fields of Study Allowed block.

Number of Curricula Allowed Block

Use this block to specify by module the number of curricula, majors, minors, and concentrations (fields of study) that can be used.

Note: Although institutions can enter more curricula than will be backfilled into the existing curriculum fields, SunGard Higher Education suggests that clients continue to restrict the number of curriculum that can be active concurrently to just a primary and secondary curriculum.

Fields	Descriptions
Learner Module	Banner module for which the number of curricula, majors, minors, and concentrations are being defined. Select the Search button for this field to display the Learner Module Validation (STVLMOD) list. (lookup) List Learner Module Validation (STVLMOD)
Curricula	Number of active curricula allowed for the module.
Majors	Number of active majors allowed per curricula for the module.
Minors	Number of active minors allowed per curricula for the module.
Concentrations	Number of active concentrations allowed per curricula for the module.
System Required	Checkbox used to specify which values are required by the system. If this checkbox is checked, the record cannot be deleted.
User	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Number of Fields of Study Allowed Block

Use this block to set up the number of fields of study that are allowed for majors, minors, and concentrations by learner module. This block uses the SORLMFS table. Only the maximum value allowed for each category in pre-7.0 Banner will be updated by the Backfill API. The currently allowed curricula values are: two

curricula (one for Recruiting), two majors per curricula, two minors per curricula, and six concentrations per curricula.

Note: Although institutions can enter more curricula than will be backfilled into the existing curriculum fields, SunGard Higher Education suggests that you continue to restrict the number of curriculum that can be active concurrently to just a primary and secondary curriculum.

The value of zero can be entered for a non-major field of study type. This prevents users from adding active and current fields of study for that type. An SOBLMOD record which defines the learner module and number of curriculum allowed *must* exist prior to defining fields of study counts on SORLMFS. The field display on the transcript provides the means for suppressing individual "other" fields of study from the transcript.

The Number of Curricula Allowed tab can be used to access this block.

Fields	Descriptions
Learner Module Code	Banner module for which the number of curricula, majors, minors, and concentrations are being defined. Select the Search button for this field to display the Learner Module Validation (STVLMOD) list. (lookup) List Learner Module Validation (STVLMOD)
Field of Study	Code of the field of study for the curriculum rule. Select the Search button for this field to display the Learner Field of Study Type Validation (GTVLFST) list. (lookup) List Learner Field of Study Type Validation (GTVLFST)
Maximum Allowed	Maximum number of field of study types allowed. Valid values are *1* to *999* for majors and *0* to *999* for all other types.
Display on Transcript	Checkbox used to specify whether the field of study is to be displayed on the transcript.
System Required	Checkbox used to specify which values are required by the system. If this checkbox is checked, the record cannot be deleted.
User	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Curriculum Rules Form (SOACURR)

Use the Curriculum Rules Form (SOACURR) to view or create curriculum rules. You can enter a specific term in the key block or leave it blank. If you enter a term, the system displays only the rules that are valid for that term; no future term rules are displayed. If a term is entered, the value in the **Term** field does not control or filter data displayed in the windows for module control, majors and departments, concentrations, and minors rules.

The form opens in query mode on the Base Curriculum Rules tab. You can search on the following fields to display base rule information:

- **Term**
- **Program**
- **Level**
- **Campus**
- **College**
- **Degree**

Data is displayed as follows.

- Programs are displayed first, in numeric order then alphabetical order by program name.
- Base rules without program names are displayed last in numeric order by base rule.

Note: It is important to understand what is meant by "base curriculum information" when you are building curriculum rules. Base curriculum information consists of program, campus, level, college, and degree. These items work on the same concept as catalog base information.

When a program is attached to a rule, the system compares the Curriculum Rules Form (SOACURR) to the Program Definition Rules Form (SMAPRLE). The program is not required unless the **Require Program Code on Curriculum Rules** radio button group on the Curriculum Rules Control Form (SOACTRL) is set to *Yes*. When a program is used on a rule, the following must match what has been defined on SMAPRLE:

- Level
- Campus
- College
- Degree

For example, if the campus on SMAPRLE is blank, all campuses are valid for the rule. The information defaults back into SOACURR from the List of Values window for SMAPRLE.

You can attach majors to base rules or majors/departments when the radio button group for **Attach Concentrations to Majors** on SOACTRL on has been set to *Yes*. To attach majors to base rules, select the base rule and then select the Rule-Based Concentrations tab to access the Rule-Based Concentrations window.

To attach concentrations to majors/departments, select the rule associated with the major/department in which you are interested. Then select the Majors and Departments tab to access the Majors and Departments window. Select the major for which you want to attach a concentration, and then select the Rule-Based Concentrations tab to access the Rule-Based Concentrations window.

You can navigate among the secondary windows of SOACURR using the window tabs. Use an Edit function, the Return button, or the Base Curriculum Rules tab from the additional windows to return to the main window.

This form includes the following windows:

- "Main Window" on page 3-27
- "Majors and Departments Window" on page 3-30
- "Major-Dependent Concentrations Window" on page 3-34
- "Rule-Based Concentrations Window" on page 3-38
- "Minors Window" on page 3-41
- "Module Control Window" on page 3-44

Main Window

The main window is composed of the Key Block and the Base Curriculum Rules block.

Key Block

Use this block to specify the term for which you want to enter or display curriculum rules.

Fields	Descriptions
Term	Term for which to view or create curriculum rules. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM) This field can be left blank to view all curriculum rules.

Base Curriculum Rules Block

Use this block to define the base curriculum rules for the term specified in the Key Block.

Fields	Descriptions / Buttons
Base Rule Number	System-assigned rule number.
Program	Code of the program associated with the base curriculum rule. If a program code is entered, it must be valid on the Program Definition Rules Form (SMAPRLE) and must be curriculum-dependent (the **Curriculum Dependent** checkbox for the program is selected on SMAPRLE). Select the Search button for this field to display the Existing Programs List. (lookup) List Existing Programs List
Level	Code of the student level associated with the base curriculum rule. Required. If a program code is or will be attached, its level code must match the level code entered for the base curriculum rule. Select the Search button for this field to display the Level Code Validation (STVLEVL) list. (lookup) List Level Code Validation (STVLEVL)

Fields	Descriptions / Buttons
Campus	Code of the campus associated with the base curriculum rule. If no campus code is entered, the base curriculum rule is valid for all campuses. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Campus Validation (STVCAMP)
College	Code of the college associated with the base curriculum rule. Required. If a program code is or will be attached, its college code must match the college code entered for the base curriculum rule. Select the Search button for this field to display the College Validation (STVCOLL) list. (lookup) List College Validation (STVCOLL)
Degree	Code of the degree associated with the base curriculum rule. Required. If a program code is or will be attached, its degree code must match the degree code entered for the base curriculum rule. Select the Search button for this field to display the Degree Code Validation (STVDEGC) list. (lookup) List Degree Code Validation (STVDEGC)
Effective Term	Term in which the base program rule takes effect. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Primary	Checkbox used to indicate that degree records should be created or updated by the Grade Roll process (SHRROLL) if the base curriculum values are present in a student's primary curriculum. If the **Create or Update Degree with Primary Curriculum** field on the Curriculum Rules Control Form (SOACTRL) is set to *Yes*, this checkbox defaults to selected, but it can be changed.

Fields	Descriptions / Buttons
Secondary	Checkbox used to indicate that degree records should be created or updated by the SHRROLL process if the base curriculum values are present in a student's secondary curriculum. If the **Create or Update Degree with Secondary Curriculum** field on SOACTRL is set to *Yes*, this checkbox defaults to selected, but it can be changed.
Locked	Checkbox used to indicate that the curriculum rule has been completely defined. Curriculum rules are not completely defined until the base rule has been saved and all appropriate attachments and module controls have been saved. The default is cleared. Only rules that are locked can be assigned to a student.

Majors and Departments Window

Use the Majors and Departments window to attach majors to base curriculum rules for the term specified in the Key Block of the main window.

Each base curriculum rule can have one or more valid major attachments at any given point in time. Data values will not be able to be saved in a module when curriculum rules are in effect unless the fields match values in a locked base curriculum rule and in an attached major/department rule. Major/department attachments can also change over time. For example, some majors may be discontinued, and so the attachment would no longer be valid in Recruiting and Admissions, but would need to remain valid in General Student, Academic History, and CAPP until all current students had graduated. At that time, the attachment would no longer be valid in any module.

You can create major/department rules for a new effective term or end them as of a given term. The message *No Effective Terms Found* is displayed in the window until at least one record is added for an initial term range (for example, 200310 - 999999). If the record is copied or ended (which creates multiple effective-term records, such as 200310 - 200410 and 200410 - 999999), the message *Multiple Effective Terms Present* is displayed in the window. When a List function from the **From Term** field is performed, the system displays the major/department rule effective terms that exist. When a rule is being copied or ended, the list of terms presented does not include terms that have already been used for copying or ending.

Even if the base rule to which a major is attached is valid for a given term and module, some of the majors attached might not be valid. This is because majors can be turned on and off in Recruiting, Admissions, General Student, Academic History, and CAPP using the checkboxes in this window.

This window is composed of the Majors and Departments block and the EDI and Self-Service block.

Majors and Departments Block

Use this block to define rules for your majors and departments.

Fields	Descriptions
From Term	First term in which the base curriculum rule is in effect. Display only.
To Term	Last term in which the base curriculum rule is in effect. Display only.
Program	Code of the program associated with the base curriculum rule, if one has been assigned. Display only.
Level	Code of the student level associated with the base curriculum rule, if one has been assigned. Display only.
Campus	Code of the campus associated with the base curriculum rule. Display only.
College	Code of the college associated with the base curriculum rule. Display only.
Degree	Code of the degree associated with the base curriculum rule. Display only.
From Term	First term in which this major/department rule is in effect. Select the Search button for this field to display the Option List. (lookup) List — Module Control Effective Terms (lookup) Help — Major/Dept Rule Effective Terms (lookup) Dup Record — Copy Current Rule (lookup) Dup Item — End Current Rule
To Term	Last term in which this major/department rule is in effect. Display only.

Fields	Descriptions
Major	Code of a major associated with the base curriculum rule. When a valid code is entered in this field, the description of the major is automatically displayed in the **Major** field at the bottom of the window. Select the Search button for this field to display the All Major Codes List. (lookup) List All Major Codes List (lookup) Help Major-Dependent Concentrations window
Department	Code of the department associated with the major for the base curriculum rule. When a valid code is entered in this field, the description of the department is automatically displayed in the **Department** field at the bottom of the window. Select the Search button for this field to display the Department Validation (STVDEPT) list. (lookup) List Department Validation (STVDEPT)
Concentration	Concentration associated with this major/department rule. If more than one concentration has been associated with this rule, **** is displayed in this field. Display only.
Recruiting	Checkbox used to indicate whether this major/department rule is valid for the Recruiting module.
Admissions	Checkbox used to indicate whether this major/department rule is valid for the Admissions module.
General Student	Checkbox used to indicate whether this major/department rule is valid for the General Student module.
Academic History	Checkbox used to indicate whether this major/department rule is valid for the Academic History module.
CAPP	Checkbox used to indicate whether this major/department rule is valid for CAPP.
Major	Description of the major associated with the selected base curriculum rule. Display only.

EDI and Self-Service Block

Use this block to set up EDI and Web control items for Web admissions and EDI application processing, maintain the display title for curricula which are Web-enabled, and define the values which will allow EDI data to be translated to valid Banner curricula.

The Generate Identification maintenance button is used to generate values for the **EDI Level** and **EDI Identification** fields. The button is enabled when these fields are blank and can be used to facilitate data entry for EDI codes that have been established on SOAXREF for the EDI degree code, EDI identification, and EDI field of study qualifier code (level).

The button creates the EDI degree code, EDI identification, and EDI field of study qualifier code values for you. The entries will be found under the *STVMAJR* label on SOAXREF. The button performs the following tasks:

- Generates a unique value for the curriculum and the field of study
- Inserts degree and level qualifiers into SOAXREF under the *STVMAJR* label

Fields	Descriptions
Display on Self-Service	Checkbox used to specify whether the major is to be displayed in Self-Service.
Auto Student	Checkbox used to specify whether learner and curriculum records should be created during the Quick Start process.
Self-Service Description	Description that appears in self-service.
EDI Degree	EDI degree level code. Select the Search button for this field to display the EDI Degree Level Codes List. (lookup) List EDI Degree Level Codes List
EDI Level	EDI level qualifier field of study code. Select the Search button for this field to display the EDI Field of Study Qualifier Codes List. (lookup) List EDI Field of Study Qualifier Codes

Fields	Descriptions		
EDI Identification	EDI field of study identification code. Select the Search button for this field to display the EDI Field of Study Identifier Codes List.		
	(lookup)	List	EDI Field of Study Identifier Codes

More buttons in the Majors and Departments window

Mouse	*Keyboard*	*Result*
Generate Identifica-tion	N/A	Generates values for curriculum/field of study. Inserts degree/level qualifiers into SOAXREF.

Major-Dependent Concentrations Window

Use the Major-Dependent Concentrations window to maintain and view concentrations attached to a major/department rule for the term specified in the Key Block of the main window.. You can access this window only if the **Attach Concentrations to Majors** radio button group on SOACTRL is set to **Yes**, and the tab for it is displayed only from the Majors and Departments window.

You can create concentration rules for a new effective term or end them as of a given term. The message *No Effective Terms Found* is displayed in the window until at least one record is added for an initial term range (for example, 200310 - 999999). If the record is copied or ended (which creates multiple effective term records, such as 200310 - 200410 and 200410 - 999999), the message *Multiple Effective Terms Present* is displayed in the window. When a List function from the **From Term** field is performed, the system displays the concentration rule effective terms that exist. When a rule is being copied or ended, the list of terms presented does not include terms that have already been used for copying or ending.

The system interprets a window with no data as an indicator that *all* concentrations are valid for the major. To specify that *no* concentrations are valid, a value (for example, *XCON - No Concentrations Valid*) should be created on the Major, Minor, Concentration Code Validation Form (STVMAJR) and entered in this window for the major.

Use an Edit function from the **From Term** field to access the Majors and Departments window, or select the Majors and Departments tab.

This window is composed of the Concentrations block and the EDI and Self-Service block.

Concentrations Block

Use this block to define rules for your major-dependent concentrations.

Fields	Descriptions / Buttons
The following fields are defaulted in from the rule in the Base Curriculum block.	
From Term	First term in which the base curriculum rule is in effect. Display only.
To Term	Last term in which the base curriculum rule is in effect. Display only.
Program	Code of the program associated with the base curriculum rule, if one has been assigned. Display only.
Level	Code of the student level associated with the base curriculum rule. Display only.
Campus	Code of the campus associated with the base curriculum rule. Display only.
College	Code of the college associated with the base curriculum rule. Display only.
Degree	Code of the degree associated with the base curriculum rule. Display only.
The following fields are defaulted in from the Majors and Departments block.	
From Term	First term in which the major/department rule is in effect. Display only.
To Term	Last term in which the major/department rule is in effect. Display only.
Major	Code of a major associated with the base curriculum rule. Display only.
Department	Code of the department associated with the major for the base curriculum rule, if one has been defined. Display only.

Fields	Descriptions / Buttons

The following fields are updateable for the major-dependent concentrations.

From Term

First term in which this concentration rule is in effect.

Select the Search button for this field to display the Option List.

(lookup)	List	Term Code Validation (STVTERM)
(lookup)	Help	Concentration Rule Effective Terms
(lookup)	Edit	Majors/Department Rules Window
(lookup)	Dup Record	Copy Current Rule
(lookup)	Dup Item	End Current Rule

To Term

Last term in which this concentration rule is in effect. Display only.

Concentrations

Code of the concentration associated with the major/department rule. When a valid code is entered, the description is automatically displayed.

Select the Search button for this field to display the All Concentration Codes List.

(lookup)	List	All Concentration Codes List

Recruiting

Checkbox used to indicate whether this major/department/concentration rule is valid for the Recruiting module.

Admissions

Checkbox used to indicate whether this major/department/concentration rule is valid for the Admissions module.

General Student

Checkbox used to indicate whether this major/department/concentration rule is valid for the General Student module.

Academic History

Checkbox used to indicate whether this major/department/concentration rule is valid for the Academic History module.

CAPP

Checkbox used to indicate whether this major/department/concentration rule is valid for CAPP.

Fields	Descriptions / Buttons
Concentration Rule	Description of the concentration associated with the selected base curriculum rule. Display only.
Activity Date	Date on which the record was last updated. Display only.

EDI and Self-Service Block

Use this block to set up EDI and Web control items.

The Generate Identification maintenance button is used to generate values for the **EDI Level** and **EDI Identification** fields. The button is enabled when these fields are blank and can be used to facilitate data entry for EDI codes that have been established on SOAXREF for the EDI degree code, EDI identification, and EDI field of study qualifier code (level).

The button creates the EDI identification and EDI field of study qualifier code values for you. The entries will be found under the *STVMAJR* label on SOAXREF. The button performs the following tasks:

- Generates a unique value for the curriculum and the field of study
- Inserts degree and level qualifiers into SOAXREF under the *STVMAJR* label

Fields	Descriptions
Display on Self-Service	Checkbox used to indicate whether the major is to be displayed in self-service.
Self-Service Description	Description that appears in self-service.
EDI Level	EDI level qualifier field of study code. Select the Search button for this field to display the EDI Field of Study Qualifier Codes List. (lookup) List EDI Field of Study Qualifier Codes
EDI Identification	EDI field of study identification code. Select the Search button for this field to display the EDI Field of Study Identifier Codes List. (lookup) List EDI Field of Study Identifier Codes

Rule-Based Concentrations Window

Use the Rule-Based Concentrations window to maintain and view concentrations attached directly to base curriculum rules for the term specified in the Key Block of the main window. The window is accessible regardless of how the radio button group for **Attach Concentrations to Majors** on the Curriculum Rules Control Form (SOACTRL) has been set. The base curriculum rule information is displayed at the top of the window.

You can create concentration rules for a new effective term or end them as of a given term. The message *No Effective Terms Found* is displayed in the window until at least one record is added for an initial term range (for example, 200310 - 999999). If the record is copied or ended (which creates multiple effective term records, such as 200310 - 200410 and 200410 - 999999), the message *Multiple Effective Terms Present* is displayed in the window. When a List function from the **From Term** field is performed, the system displays the concentration rule effective terms that exist. When a rule is being copied or ended, the list of terms presented does not include terms that have already been used for copying or ending.

The system interprets a window with no data as an indicator that *all* concentrations are valid for the rule. To specify that *no* concentrations are valid, a value (for example, *XCON - No Concentrations Valid*) should be created on the Major, Minor, Concentration Code Validation Form (STVMAJR) and entered in this window for the rule.

You can access this window using the Rule-Based Concentrations tab, which is displayed from the Base Curriculum Rules window.

This window is composed of the Concentrations block and the EDI and Self-Service block.

Concentrations Block

Use this block to define rules for your rule-based concentrations.

Fields	Descriptions
The following fields are defaulted in from the rule in the Base Curriculum block.	
From Term	First term in which the base curriculum rule is in effect. Display only.
To Term	Last term in which the base curriculum rule is in effect. Display only.
Program	Code of the program associated with the base curriculum rule, if one has been assigned. Display only.

Fields	Descriptions
Level	Code of the student level associated with the base curriculum rule, if one has been assigned. Display only.
Campus	Code of the campus associated with the base curriculum rule. Display only.
College	Code of the college associated with the base curriculum rule. Display only.
Degree	Code of the degree associated with the base curriculum rule. Display only.

The following fields are defaulted in from the rule in the Majors and Departments block.

From Term	First term in which the major/department rule is in effect. Display only.
To Term	Last term in which the major/department rule is in effect. Display only.
Major	Code of a major associated with the program. Display only.
Department	Code of the department associated with the major for the program. Display only.

The following fields are updateable for the rule-based concentrations.

From Term — First term in which this concentration rule is in effect.

Select the Search button for this field to display the Option List.

(lookup)	List	Term Code Validation (STVTERM)
(lookup)	Help	Concentration Rule Effective Terms
(lookup)	Edit	Majors/Department Rules window
(lookup)	Dup Record	Copy Current Rule
(lookup)	Dup Item	End Current Rule

Fields	Descriptions
To Term	Last term in which this concentration rule is in effect. Display only.
Concentrations	Code of the concentration associated with the concentration rule. When a valid code is entered, the description is automatically displayed. Select the Search button for this field to display the All Concentration Codes List. (lookup) List All Concentration Codes
Recruiting	Checkbox used to indicate whether this concentration rule is valid for the Recruiting module.
Admissions	Checkbox used to indicate whether this concentration rule is valid for the Admissions module.
General Student	Checkbox used to indicate whether this concentration rule is valid for the General Student module.
Academic History	Checkbox used to indicate whether this concentration rule is valid for the Academic History module.
CAPP	Checkbox used to indicate whether this concentration rule is valid for CAPP.
Concentration Rule	Description of the concentration associated with the selected base curriculum rule. Display only.
Activity Date	Date on which the record was last updated. Display only.

EDI and Self-Service Block

Use this block to set up EDI and Web control items.

The Generate Identification maintenance button is used to generate values for the **EDI Level** and **EDI Identification** fields. The button is enabled when these fields are blank and can be used to facilitate data entry for EDI codes that have been established on SOAXREF for the EDI degree code, EDI identification, and EDI field of study qualifier code (level).

The button creates the EDI identification and EDI field of study qualifier code values for you. The entries will be found under the *STVMAJR* label on SOAXREF. The button performs the following tasks:

- Generates a unique value for the curriculum and the field of study
- Inserts degree and level qualifiers into SOAXREF under the *STVMAJR* label

Fields	Descriptions
Display on Self-Service	Checkbox used to indicate whether the major is to be displayed in self-service.
Self-Service Description	Description that appears in self-service.
EDI Level	EDI level qualifier field of study code. Select the Search button for this field to display the EDI Field of Study Qualifier Codes List. (lookup) List EDI Field of Study Qualifier Codes
EDI Identification	EDI field of study identification code. Select the Search button for this field to display the EDI Field of Study Identifier Codes List. (lookup) List EDI Field of Study Identifier Codes

Minors Window

Use the Minors window to maintain and view minor codes attached to a base rule for the term specified in the Key Block of the main window.

You can create attached minors for a new effective term or end them as of a given term. The message *No Effective Terms Found* is displayed in the window until at least one record is added for an initial term range (for example, 200310 - 999999). If the record is copied or ended (which creates multiple effective term records, such as 200310 - 200410 and 200410 - 999999), the message *Multiple Effective Terms Present* is displayed in the window. When a List function from the **From Term** field is performed, the system displays the minor rule effective terms that exist. When a rule is being copied or ended, the list of terms presented does not include terms that have already been used for copying or ending.

The system interprets a window with no data as an indicator that *all* minors are valid for the major. To specify that *no* minors are valid, a value (for example, *XMIN - No*

Minors Valid) should be created on the Major, Minor, Concentration Code Validation Form (STVMAJR) and entered in this window for the minors.

You can access this window using the Minors tab.

This window is composed of the Minors block and the EDI and Self-Service block.

Minors Block

Use this block to define rules for your minors.

Fields	Descriptions
The following fields are defaulted in from the rule in the Base Curriculum block.	
From Term	First term in which the base curriculum rule is in effect. Display only.
To Term	Last term in which the base curriculum rule is in effect. Display only.
Program	Code of the program associated with the base curriculum rule, if one has been assigned. Display only.
Level	Code of the student level associated with the base curriculum rule, if one has been assigned. Display only.
Campus	Code of the campus associated with the base curriculum rule. Display only.
College	Code of the college associated with the base curriculum rule. Display only.
Degree	Code of the degree associated with the base curriculum rule. Display only.
The following fields are updateable for the rule-based concentrations.	

Fields	Descriptions
From Term	First term in which this minor rule is in effect. Select the Search button for this field to display the Option List. (lookup) List — Term Code Validation (STVTERM) (lookup) Help — Minor Rule Effective Terms (lookup) Edit — main window (lookup) Dup Record — Copy Current Rule (lookup) Dup Item — End Current Rule
To Term	Last term in which this minor rule is in effect. Display only.
Minors	Code of the minor associated with the base curriculum rule. When a valid code is entered, the description is automatically displayed. Select the Search button for this field to display the All Concentration Codes List. (lookup) List — All Concentration Codes List
Recruiting	Checkbox used to indicate whether this minor rule is valid for the Recruiting module.
Admissions	Checkbox used to indicate whether this minor rule is valid for the Admissions module.
General Student	Checkbox used to indicate whether this minor rule is valid for the General Student module.
Academic History	Checkbox used to indicate whether this minor rule is valid for the Academic History module.
CAPP	Checkbox used to indicate whether this minor rule is valid for CAPP.
Minor Rule	Description of the minor associated with the selected base curriculum rule. Display only.
Activity Date	Date on which the record was last updated. Display only.

EDI and Self-Service Block

Use this block to set up EDI and Web control items.

The Generate Identification maintenance button is used to generate values for the **EDI Level** and **EDI Identification** fields. The button is enabled when these fields are blank and can be used to facilitate data entry for EDI codes that have been established on SOAXREF for the EDI degree code, EDI identification, and EDI field of study qualifier code (level).

The button creates the EDI identification and EDI field of study qualifier code values for you. The entries will be found under the *STVMAJR* label on SOAXREF. The button performs the following tasks:

- Generates a unique value for the curriculum and the field of study
- Inserts degree and level qualifiers into SOAXREF under the *STVMAJR* label

Fields	Descriptions
Display on Self-Service	Checkbox used to indicate whether the major is to be displayed in self-service.
Self-Service Description	Description that appears in self-service.
EDI Level	EDI level qualifier field of study code. Select the Search button for this field to display the EDI Field of Study Qualifier Codes List. (lookup) List EDI Field of Study Qualifier Codes
EDI Identification	EDI field of study identification code. Select the Search button for this field to display the EDI Field of Study Identifier Codes List. (lookup) List EDI Field of Study Identifier Codes

Module Control Window

Use the Module Control window to control the status of a base curriculum rule by module for the term specified in the Key Block of the main window.

This window is used to set the validity of a rule in a given module as of the from term. Rules can be turned on and off over time using each module's radio button group.

The system displays a fatal error or warning message if you try to assign a base curriculum rule to a student in a module where the rule has been turned off, depending on the error severity settings on SOACTRL.

Each base curriculum rule can be valid or not in each of the modules in which curriculum checking is performed. The validity of base rules in different modules can also change over time. For example, some programs may be discontinued, and so the base rule would no longer be valid in Recruiting and Admissions, but would need to remain valid in General Student, Academic History, and CAPP until all current students had graduated. At that time, the base rule would no longer be valid in any module.

If multiple term ranges exist for a base curriculum rule, the message *Multiple Effective Terms* in the space between the **From Term** field and the **To Term** field.

You can access this window using the Module Control tab.

This window is composed of the Minors block and the EDI and Self-Service block.

Display-Only Block

Use this block to define rules for your module controls.

Fields	Descriptions
The following fields are defaulted in from the rule in the Base Curriculum block.	
From Term	First term in which the base curriculum rule is in effect. Display only.
To Term	Last term in which the base curriculum rule is in effect. Display only.
Program	Code of the program associated with the base curriculum rule, if one has been assigned. Display only.
Level	Code of the student level associated with the base curriculum rule, if one has been assigned. Display only.
Campus	Code of the campus associated with the base curriculum rule. Display only.
College	Code of the college associated with the base curriculum rule. Display only.

Fields	Descriptions
Degree	Code of the degree associated with the base curriculum rule. Display only.
The following fields are updateable for the rule-based concentrations.	
From Term	First term in which this set of module control settings is in effect. Select the Search button for this field to display the Option List. (lookup) List Module Control Effective Terms
To Term	Last term in which this set of module control settings is in effect.
Recruiting	Radio button group that indicates whether the base curriculum rule is in effect for the Recruiting module for the specified term code range. *On* The combination of fields defined by the base rule and its attachments is in effect, as long as the base rule is locked. *Off* The combination of the fields defined by the base rule and its attachments is not in effect.
Admissions	Radio button group that indicates whether the base curriculum rule is in effect for the Admissions module for the specified term code range. *On* The combination of fields defined by the base rule and its attachments is in effect, as long as the base rule is locked. *Off* The combination of the fields defined by the base rule and its attachments is not in effect.
General Student	Radio button group that indicates whether the base curriculum rule is in effect for the General Student module for the specified term code range. *On* The combination of fields defined by the base rule and its attachments is in effect, as long as the base rule is locked. *Off* The combination of the fields defined by the base rule and its attachments is not in effect.

Fields	Descriptions
Academic History	Radio button group that indicates whether the base curriculum rule is in effect for the Academic History module for the specified term code range. *On* — The combination of fields defined by the base rule and its attachments is in effect, as long as the base rule is locked. *Off* — The combination of the fields defined by the base rule and its attachments is not in effect.
Curriculum, Advising, and Program Planning	Radio button group that indicates whether the base curriculum rule is in effect for CAPP for the specified term code range. *On* — The combination of fields defined by the base rule and its attachments is in effect, as long as the base rule is locked. *Off* — The combination of the fields defined by the base rule and its attachments is not in effect.

Learner Curriculum Activity Rules Form (SORCACT)

Use the Learner Curriculum Activity Rules Form (SORCACT) to set up rules to designate which curriculum activity status codes are active.

Main Window

Use the main window to enter or display the learner curriculum activity rules.

Fields	Descriptions
Curriculum Activity Status	Code for the curriculum activity status, such as *ACTIVE*, *INACTIVE*, *REMOVED*. Select the Search button for this field to display the Curriculum Activity Status (STVCACT) list. (lookup) — List — Curriculum Activity Status (STVCACT)
Description	Description of the curriculum activity status code.

Fields	Descriptions
Active Indicator	Checkbox used to indicate that the curriculum activity status code is active.
System Required Indicator	Checkbox used to specify that a record is required by the system. If this checkbox is selected, the record cannot be deleted.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date the record was created or last modified. Display only.

Learner Curriculum Query Form (SOILCUR)

Use the Learner Curriculum Query Form (SOILCUR) to query on all fields contained within the SORLCUR and SORLFOS tables for all learner module codes (*RECRUIT*, *ADMISSIONS*, *LEARNER*, *OUTCOME*) for a specified ID. This form is similar to the Curriculum window, but it contains all the data fields and is not dependent upon a specific module for processing.

You can select a learner module, term, or key sequence number in the key block to define the query, or you may leave these key block fields blank to select all curriculum records for the ID. When you initially access the form, all curriculum records are displayed for the ID in the key block with the sort order described below.

The sort order separates curricula records by learner module (STVLMOD) unless a specific module is queried. The modules are sorted in the following order: Recruit, Admissions, Learner, Outcome, and then any user-defined modules in alpha, ascending order. Records can be sorted within module by current or all, depending on the setting of the **Current** field, which indicates if the curriculum displayed is the most current for the priority (*Y*) or is not the most recent for the priority (*N*).

Main Window

The main window is composed of the Key Block and the Curriculum block.

Key Block

Use this block to define the query for the learner's curriculum information.

Fields	Descriptions
ID	ID of the learner. Select the Search button for this field to display the Person Search Form (SOAIDEN). (lookup) List Person Search Form (SOAIDEN)
Name (untitled)	Name associated with the ID, automatically displayed when a valid value is entered in the **ID** field. Display only.
Summary	Type of summary. Choices are: *Recruit Summary* - Prospect Summary Form (SRASUMI) *Applicant Summary* - Admissions Application Summary Form (SAASUMI) *Learner Summary* - General Student Summary Form (SGASTDQ) *Learner Outcome Summary* - Degree Summary Form (SHADGMQ)
Module	Code of the learner module. Select the Search button for this field to display the Learner Module Validation (STVLMOD) list. (lookup) List Learner Module Validation (STVLMOD)
Term	Code of the term. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Key Sequence	Sequence number for the module record, either recruiting, application, or degree.
View Current/ Active Curricula	Checkbox used to limit the display of curriculum records in the Curriculum and Field of Study blocks to only those that are current and active.

Curriculum Block

Use this block to view the curriculum details for the learner specified in the Key Block.

Note: Use the **View Current/Active Curricula** checkbox in the Key Block to control whether you want only current and active curriculum records or all curriculum records to be displayed in the Curriculum block.

Fields	Descriptions
Record of	Number of curriculum records that exist for the ID based on the data entered in the Key Block, for example **Record** *1* **of** *5*. You can scroll through the records using the Previous Record and Next Record arrow buttons. As you scroll through the records, the data in the Curriculum and Field of Study blocks changes for each record.
Current	Indicator for whether the record is the most current for the priority or not. Valid values are: *Y* — displays the most recent row for each given priority (tht is, the highest sequence number for each priority) *N* — displays all rows for each priority that are not the most recent
Seq Num	Sequence number associated with the selected curriculum row.
Activity	Code of the curriculum activity status. For queries, select the Search button for this field to display the Curriculum Activity Status (SOBCACT) list. (lookup) List Curriculum Activity Status (SOBCACT)
Key Sequence	Key sequence number of the module record that is associated with the curriculum record. This sequence number will be the same as either the recruiting, application, or degree sequence number. If the record is for a learner, the key sequence number will always be *99*.

Fields	Descriptions
Term	Code of the term code for the module's curriculum record. For queries, select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Catalog Term	Code of the catalog term for the module's curriculum record. For queries, select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Priority	Priority number that defines the curriculum rank.
Program	Code of the program for the module's curriculum record. For queries, select the Search button for this field to display the All Program Codes List. (lookup) List All Program Codes List
Level	Code of the level for the module's curriculum record. For queries, select the Search button for this field to display the Level Code Validation (STVLEVL) list. (lookup) List Level Code Validation (STVLEVL)
Campus	Code of the campus for the module's curriculum record. For queries, select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Campus Validation (STVCAMP)
College	Code of the college for the module's curriculum record. For queries, select the Search button for this field to display the College Validation (STVCOLL) list. (lookup) List College Validation (STVCOLL)

Fields	Descriptions
Degree	Code of the degree for the module's curriculum record. For queries, select the Search button for this field to display the Degree Code Validation (STVDEGC) list. (lookup) List Degree Code Validation (STVDEGC)
Admission Type	Code of the admissions type code for the learner curriculum. For queries, select the Search button for this field to display the Admission Type Validation (STVADMT) list. (lookup) List Admission Type Validation (STVADMT)
Admission Term	Code of the term for admittance for the learner curriculum. For queries, select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Application	Sequence number from the application record from which the curriculum was derived. This field will not be populated if the learner record was generated from SAAQUIK. Display only.
Matriculated Term	Code of the term for matriculation for the learner curriculum. For queries, select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Module	Code of the learner module for the curriculum and field of study. For queries, select the Search button for this field to display the Learner Module Validation (STVLMOD) list. (lookup) List Learner Module Validation (STVLMOD)

Fields	Descriptions
Roll Learner	Radio button group used to indicate whether the learner curriculum should be rolled to history (outcome). When the curriculum is rolled, the outcome record is created (SHADEGR), and the learner curriculum inserted for the outcome. A new outcome is not created if a previous outcome exists that has not been awarded and has a curriculum record with the same level, degree, college, and program. In this case, the curriculum is rolled to the existing outcome. The choices are *Yes*, *No*, or *Default*. The default value originates first from the setting of the **Primary (Indicator)** or the **Secondary (Indicator)** on SOACURR. If a curriculum has not been defined, the default value then originates from the **Create or Update Outcome Record with Primary Learner Curriculum** radio button group or the **Create or Update Outcome Record with Secondary Learner Curricula** radio button group on SOACTRL. • Select *Yes* to roll the learner record to academic history (outcome). • Select *No* to not roll the learner record. • Select *Default* for non-learner modules so that curriculum rules are used from SOACURR and SOACTRL. **Note:** All non-learner modules (Recruiting, Admissions, Academic History) will display a value of *No* in this field.
Rolled to Outcome	Sequence number from the degree record to which the curriculum was rolled. Display only.
User ID	ID of the user who last updated the record.
Activity Date	Date on which the record was last updated.
Start Date	First date the curriculum is in effect. (This field is not used at this time.) Double-click in the field or select the Calendar button for this field to display a calendar that can be used to select the date.
End Date	Last date the curriculum is in effect. (This field is not used at this time.) Double-click in the field or select the Calendar button for this field to display a calendar that can be used to select the date.

Fields	Descriptions
End Term	Code of the term for the end of the curriculum. (This field is not used at this time. For queries, select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Student Type	Code of the student type associated with the curriculum record.
Site	Code of the site code associated with the curriculum record.
Rate	Code of the rate code associated with the curriculum record.
Leave of Absence	Leave of absence code associated with the curriculum record.
From Date	Date from which the leave of absence code associated with the curriculum record is in effect.
To Date	Date to which the leave of absence code associated with the curriculum record is in effect.
Expected Graduation Date	Expected graduation date associated with the curriculum record.
Graduation Term	Graduation term code associated with the curriculum record.
Graduation Year	Graduation year associated with the curriculum record.

Field of Study Window

Use this window to view the field of study details for the learner specified in the Key Block. The window displays certain fields from the curriculum record and all field of study records.

This window is composed of the Curriculum block and the Field of Study block.

Curriculum Block

This block displays a summary of curriculum values. This block is display only.

Note: Use the **View Current/Active Curricula** checkbox in the Key Block to control whether you want only current and active curriculum records or all curriculum records to be displayed in the Curriculum block.

Fields	Descriptions
Record of	Number of curriculum records that exist for the ID based on the data entered in the Key Block, for example **Record** *1* **of** *5*. You can scroll through the records using the Previous Record and Next Record arrow buttons. As you scroll through the records, the data in the Curriculum and Field of Study blocks changes for each record.
Current	Indicator for whether the record is the most current for the priority or not. Valid values are: *Y* — displays the most recent row for each given priority (tht is, the highest sequence number for each priority) *N* — displays all rows for each priority that are not the most recent
Activity	Code of the curriculum activity status.
Term	Code of the term code for the module's curriculum record.
Key Seq	Key sequence number of the module record that is associated with the curriculum record. This sequence number will be the same as either the recruiting, application, or degree sequence number. If the record is for a learner, the key sequence number will always be *99*.
Seq Num	Sequence number associated with the selected curriculum row.
Module	Code of the learner module for the curriculum and field of study.
Priority	Priority number that defines the curriculum rank.
Program	Code of the program for the module's curriculum record.
Catalog Term	Code of the catalog term for the module's curriculum record.

Fields	Descriptions
Level	Code of the level for the module's curriculum record.
Campus	Code of the campus for the module's curriculum record.
College	Code of the college for the module's curriculum record.
Degree	Code of the degree for the module's curriculum record.

Field of Study Block

This block is used to display and update field of study information.

The Attached to Major button is enabled and its name is displayed when the cursor is on a field of study record for a major with attached concentrations. Click on the button to display a list of the attached concentrations in a pop-up window. The button is not enabled if the cursor is on a record for a major with no attached concentrations, or if the record is for a minor or a concentration.

Fields	Descriptions
Current	Indicator for whether the record is the most current for the priority or not. Valid values are: *Y* displays the most recent row for each given priority (that is, the highest sequence number for each priority) *N* displays all rows for each priority that are not the most recent
Seq Num	Sequence number associated with the selected field of study row.
Activity	Code of the field of study activity status. For queries, select the Search button for this field to display the Curriculum Activity Status (SOBCACT) list. (lookup) List Curriculum Activity Status (SOBCACT)
Status	Code of the curriculum status for the field of study. For queries, select the Search button for this field to display the Curriculum Status (STVCSTS) list. (lookup) List Curriculum Status (STVCSTS)

Fields	Descriptions
Term	Code of the term code for the field of study. For queries, select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Priority	Priority number that defines the field of study rank.
Rolled	Checkbox used to indicate whether the field of study record has been rolled to a degree record.
Type	Code of the learner field of study type. For queries, select the Search button for this field to display the Learner Field of Study Type (GTVLFST) list. (lookup) List Learner Field of Study Type (GTVLFST)
Catalog	Code of the catalog term for the field of study. For queries, select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
End Term	Code of the term for the end of the field of study. (This field is not used at this time. For queries, select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Field of Study	Code of the major, minor, or concentration for the field of study. For queries, select the Search button for this field to display the All Concentration Codes List. (lookup) List All Concentration Codes List

Fields	Descriptions
Department	Code of the department for the field of study. For queries, select the Search button for this field to display the Department Validation (STVDEPT) list. (lookup) List Department Validation (STVDEPT)
Attached to Major	Code of the major code associated with an attached concentration for a field of study row. For queries, select the Search button for this field to display the Major Codes List. (lookup) List Major Codes List
Full or Part Time	Code of the time status for the field of study. For queries, select the Search button for this field to display the Time Status Code Validation (STVTMST) list. (lookup) List Time Status Code Validation (STVTMST)
Start Date	First date the field of study is in effect. (This field is not used at this time.) Double-click in the field or select the Calendar button for this field to display a calendar that can be used to select the date.
End Date	Last date the field of study is in effect. (This field is not used at this time.) Double-click in the field or select the Calendar button for this field to display a calendar that can be used to select the date.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Chapter 4 Setting Up CAPP

This chapter covers how to set up CAPP, including the following:

- "Defining Programs" on page 4-1
- "Defining Areas" on page 4-11
- "Defining Groups" on page 4-29

You can set up CAPP either top-down (programs first, then areas, and finally, if appropriate, groups) or bottom-up (groups first [if appropriate], then areas, and finally programs).

If you are setting up CAPP for the first time, SunGard Higher Education recommends that you begin with one of your simpler programs. Define it, and then test it thoroughly to make sure you understand how CAPP works. This will help ensure a smooth transition to CAPP.

To help those new to CAPP, the "Setting Up a Sample Area and Program" on page 1-19 presents all the steps for creating a sample area and program in a bottom-up sequence, and then running and reviewing a compliance request.

Defining Programs

When you begin to build a program, you must start by defining program rules on the Program Definitions Rules Form (SMAPRLE). Then you define the program requirements on the Program Requirements Form (SMAPROG).

Requirements can be defined at the program, area, group, and/or detail level. A requirement placed at a higher level always controls everything below it. You can define a *more* restrictive rule at a lower level, but never a *less* restrictive at a lower level. An example is minimum grade.

Example:

> Let's say that you require a minimum program GPA of 2.00 (C) and do not want any course with a grade lower than a D to fulfill a requirement. However, you want to calculate a major GPA that includes any failed major courses. It is appropriate to put the 2.00 minimum program GPA at the program level, but do not define the minimum course grade of D at the program level. If you place the minimum D grade restriction at the program level, a failed course will never be considered by the program at all. Instead, place the minimum D grade restriction on the areas, groups, or individual detail requirements to which it should apply.

This section includes the following procedures:

- "Defining Program Rules" on page 4-2
- "Building Program Requirements from Scratch" on page 4-2
- "Attaching Areas to Programs" on page 4-5
- "Defining Qualifier Criteria for Dynamic Compliance" on page 4-7
- "Copying a Program's Requirements to Another Program" on page 4-7
- "Copying Part of a Program's Details to Another Program" on page 4-9
- "Copying a Program's Requirements to Another Term" on page 4-10
- "Making a Program Inactive" on page 4-11

Defining Program Rules

Use the Program Definitions Rules Form (SMAPRLE) to define program rules, which are used in CAPP and in other modules in the Student System. Details in the program rule tell the rest of the system for whom the program is intended and provide specific processing information.

1. Access the Program Definitions Rules Form (SMAPRLE).

2. Insert a new record.

3. Enter the program rule detail information. (See "Program Definitions Rules Form (SMAPRLE)" on page 5-5 for detailed information about completing this form.)

   Note: If you leave the **Curriculum Dependent** checkbox cleared *and* enter a student ID in the **ID** field, the program will be curriculum-independent and can be used only for the assigned student. See "Curriculum-Independent Programs" on page 1-4 for more information.

4. Save your changes.

Building Program Requirements from Scratch

This procedure explains how to build a program's requirements "from scratch," where you need to define everything. You would typically use this procedure for the first program you define when you begin to implement CAPP and for programs that have nothing in common with other programs.

Once your first program is defined, you can either copy it and change specific details (as explained in "Copying a Program's Requirements to Another Program" on page 4-7) or create a new program and copy parts of an existing one (as explained in "Copying Part of a Program's Details to Another Program" on page 4-9).

In general, you can enter detail requirements in any order. The following procedure presents them in the order they appear on the Options menu. If you try to enter information in a window that is dependent on information being entered elsewhere first, the system displays a message.

1. Access the Program Requirements Form (SMAPROG).

2. In the **Program** field, enter the program code.

   If you enter a program code that has not been defined on the Program Definition Rules Form (SMAPRLE), the system displays a message with an option that opens SMAPRLE so that the program can be added.

3. In the **Term** field, enter the code of the term for which the program is to be in effect.

4. Go to the next block.

5. In the General Requirements block, enter general requirements that apply to the whole program. (See "Program Requirements Form (SMAPROG)" on page 5-8 for detailed information about completing this block.)

   If desired, you can copy general requirements from an existing program. To do this, use the Default Program General Requirements window. (See "Default Program General Requirements Window" on page 5-17 for detailed information about completing this window.) Once the requirements are copied into the General Requirements block, you can change any of the details.

   When finished with the General Requirements block, save your changes.

6. If you want to associate text with the program, use the Program Text window. (See "Program Text Window" on page 5-18 for detailed information about completing this window.)

   When finished with the Program Text window, save your changes.

7. If you want to enter non-course requirements (such as an oral exam or community service), use the Program Non-Course Requirements window. (See "Program Non-Course Requirements Window" on page 5-19 for detailed information about completing this window.)

   If desired, you can copy non-course requirements from an existing program. To do this, use the Default Program Non-Course Requirements window. (See "Default Program Non-Course Requirements Window" on page 5-21 for detailed information about completing this window.) Once the requirements are copied into this window, you can change any of the details.

   When finished with the Program Non-Course Requirements window, save your changes.

8. If you want to enter included or excluded course levels, use the Program Additional Levels window. (See “Program Additional Levels Window” on page 5-21 for detailed information about completing this window.)

   If desired, you can copy included or excluded course levels from an existing program. To do this, use the Default Additional Course Levels to Include/Exclude window. (See “Default Program Include/Exclude Course Levels Window” on page 5-23 for detailed information about completing this window.) Once the additional levels are copied into this window, you can change any of the details.

   When finished with the Program Additional Levels window, save your changes.

9. If you want to enter required attributes, use the Program Required Attributes window. (See “Program Required Attributes Window” on page 5-24 for detailed information about completing this window.)

   If desired, you can copy required attributes from an existing program. To do this, use the Default Program Required Attributes window. (See “Default Program Required Attributes Window” on page 5-26 for detailed information about completing this window.) Once the required attributes are copied into this window, you can change any of the details.

   When finished with the Program Required Attributes window, save your changes.

10. If you want to enter restricted subjects or attributes, use the Program Restricted Subjects/Attributes window. (See “Program Restricted Subjects/Attributes Window” on page 5-26 for detailed information about completing this window.)

    If desired, you can copy restricted subjects or attributes from an existing program. To do this, use the Default Program Restricted Subjects/Attributes window. (See “Default Program Restricted Subjects/Attributes Window” on page 5-29 for detailed information about completing this window.) Once the restrictions are copied into this window, you can change any of the details.

    If you want to associate text with a restriction, use the Program Restricted Subject/Attribute Text window. (See “Program Restricted Subject/Attribute Text Window” on page 5-29 for detailed information about completing this window.)

    When finished with the Program Restricted Subjects/Attributes window, save your changes.

11. If you want to enter restricted grades, use the Program Restricted Grades window. (See “Program Restricted Grades Window” on page 5-31 for detailed information about completing this window.)

    If desired, you can copy restricted grades from an existing program. To do this, use the Default Program Restricted Grade window. (See “Default Program

Restricted Grades Window" on page 5-33 for detailed information about completing this window.) Once the restrictions are copied into this window, you can change any of the details.

If you want to associate text with a restriction, use the Restricted Grade Text window. (See "Program Restricted Grade Text Window" on page 5-34 for detailed information about completing this window.)

When finished with the Program Restricted Grades window, save your changes.

12. If areas have already been defined and you want to attach one or more to the program, use the Program Area Attachments window. (See "Program Area Attachments Window" on page 5-34 for detailed information about completing this window.)

    See "Attaching Areas to Programs" on page 4-5 for a complete procedure for attaching areas.

    When finished with the Program Area Attachments window, save your changes.

13. If you want to define dynamic selection criteria, use the Dynamically Selected Area Override window. (See "Dynamically Selected Area Override Window" on page 5-38 for detailed information about completing this window.)

    When finished with the Dynamically Selected Area Override window, save your changes.

14. When the program is completely defined, select the **Active** radio button in the General Requirements block of the main window.

15. Save your changes.

Attaching Areas to Programs

Once areas have been defined they can be attached to programs. Indeed, for captive programs, all areas that are to be examined when performing compliance for a program *must* be attached.

Note: Only areas for which the **Compliance** checkbox on the Area Library Form (SMAALIB) is selected can be attached to a program.

There are three ways that an area can be used by compliance.

- In a captive program, all areas must be attached and the requirements of every attached area must be fulfilled for the program's requirements to be satisfied.
- In a non-captive program, you can attach areas if you want a greater degree of control over priorities and reuse than provided by the default values on the area(s). In a non-captive program, attached areas where the qualifiers do not

match a person's characteristics are discarded and the requirements of a discarded area do not need to be fulfilled.

- In a non-captive program, any areas that are designated as *dynamic* in the area library can be selected for processing if their qualifiers match the person's characteristics.

To attach an area to a program:

1. Access the Program Requirements Form (SMAPROG).
2. In the **Program** field, enter the program code.
3. In the **Term** field, enter the code of the term for which the program is to be in effect.
4. Go to the next block.
5. Access the Program Area Attachments window.
6. In the **Area** field, enter the code for the area you want to attach.

   The values in the following fields automatically default from the Area Definition Form (SMAAREA), if defined there, although you can change them in this window:

   - **Priority**
   - **Course Re-use**
   - **Attribute Re-use**
   - **Year Rule**

   The values in the following fields automatically default from the Area Library Form (SMAALIB):

   - **Student Level**
   - **Course Level**
7. In the **Priority** field, enter the value representing the area's priority within the program.

   Note: The system considers lower number priorities before higher number priorities when running compliance. If two areas are assigned the same priority, the system considers them in alphabetical order.
8. Modify the area's default values, if desired.
9. Save your changes.
10. Repeat steps 6 through 9 for each area you want to attach to the program.

Defining Qualifier Criteria for Dynamic Compliance

If a program is non-captive you can specify criteria for area qualifiers to be used for dynamic compliance. See "Dynamic Compliance" on page 1-7 for more information about dynamic compliance and area qualifiers.

1. Access the Program Requirements Form (SMAPROG).
2. In the **Program** field, enter the program code.
3. In the **Term** field, enter the code of the term for which the program is to be in effect.
4. Go to the next block.
5. Access the Dynamically Selected Area Override window.
6. For each qualifier (for example, student level or major) that you want CAPP to include when searching for areas that can be used for the program, take the following steps.

   (a) Enter the priority in the **Priority** field.

   Note: The system considers lower number priorities before higher number priorities when running compliance. If two areas are assigned the same priority, the system considers them in alphabetical order.

   (b) Select the appropriate radio button in the **Course Re-Use** radio button group.

   (c) Select the appropriate radio button in the **Attribute Re-Use** radio button group.

   (d) If both a course *and* its attributes can be used within the same area, select the **Within Indicator** checkbox.

   (e) In the **Year Rule** field, enter the number of years within which a course must be taken for it to be used by an area in the program. (Optional.)

   (f) Repeat for each qualifier you want to define.
7. Save your changes.

Copying a Program's Requirements to Another Program

If a new program being defined has many requirements that are the same as those in a program that has already been defined, you can copy the existing program's requirements to the new program, then change the details that are different. The program cannot have *any* requirements defined for it or else this option cannot be performed.

(If desired, you can also copy just the requirements in an individual window. This procedure is covered in "Copying Part of a Program's Details to Another Program" on page 4-9.)

1. Access the Program Requirements Form (SMAPROG).

2. In the **Program** field, enter the program code.

   If you enter a program code that has not been defined on the Program Definitions Rules Form (SMAPRLE), the system displays a message with an option that opens SMAPRLE so that the program can be added.

3. In the **Term** field, enter the code of the term for which the program is to be in effect.

   Do not go to the next block.

4. Access the Default All Program Detail window.

   Note: If any requirements have been defined for the program code and term you specify, you will not be able to access this window. If requirements have been defined and you want to delete them so that you can copy, you must delete them using the Record Remove function.

5. In the **Default From Program** field, enter the code of the program from which you want to copy program requirements.

6. In the **Program Rules Term** field, enter the code for the effective term of the program from which you want to copy program requirements.

   The checkbox for each type of requirement that has been defined for the program from which you are copying program requirements is selected.

7. If desired, clear the checkbox of any type of requirement that you do *not* want to copy.

8. Select the Process Default button (or perform a Duplicate Record function).

   The system copies the selected requirements to your new program and redisplays the main window with the cursor in the key block.

9. Go to the next block.

10. Review the copied requirements and make any changes as desired.

11. Save your changes.

Copying Part of a Program's Details to Another Program

Each window on the Program Requirements Form (SMAPROG) allows you to copy the details associated with that window from one program to another. The window cannot have *any* details defined for it or else this option cannot be performed.

1. Access the Program Requirements Form (SMAPROG).
2. In the **Program** field, enter the program code.

   If you enter a program code that has not been defined on the Program Definitions Rules Form (SMAPRLE), the system displays a message with an option that opens SMAPRLE so that the program can be added.
3. In the **Term** field, enter the code of the term for which the program is to be in effect.
4. Go to the next block.
5. Access the window associated with the details you want to copy. For example, if you want to copy required attributes from one program to another, you would access the Program Required Attributes window.
6. Access the Default *XXX* window, where *XXX* represents the kind of details. For example, if you are copying required attributes, you would access the Default Program Required Attributes window.

   Note: If any details have been defined in the window, you will not be able to access the "Default" window.
7. In the **Default From Program** field, enter the code of the program from which you want to copy program details.
8. In the **Program Rules Term** field, enter the code for the effective term of the program from which you want to copy program details.
9. Select the Process Default button (or perform a Duplicate Record function).

   The system copies the selected details to your new program and redisplays the main window with the cursor in the key block.
10. Review the copied details and make any changes as desired.
11. Save your changes.

Copying a Program's Requirements to Another Term

A program's information might need to be changed over time. For example, you might require a minimum of 124 credits for a program at one point in time, but add an additional requirement so that the program requires at least 127 credits from that point in time on.

CAPP allows you to maintain the program's information for specific term ranges. When you perform compliance, the catalog term specified for the compliance request determines which set of requirements are used.

You can copy all requirements from one term to the next, and then change the necessary details, or you can copy just the requirements in an individual window.

To copy all requirements from one term to another:

1. Access the Program Requirements Form (SMAPROG).
2. In the **Program** field, enter the program code.

   If you enter a program code that has not been defined on the Program Definitions Rules Form (SMAPRLE), the system displays a message with an option that opens SMAPRLE so that the program can be added.
3. In the **Term** field, enter the code of the first term in the new range.
4. Go to the next block.
5. Select the Copy button.

   The system copies all requirements from the previous term range to the new one.
6. Review the copied requirements and make any changes as desired.
7. Save your changes.

To copy requirements in a specific window:

1. Access the Program Requirements Form (SMAPROG).
2. In the **Program** field, enter the program code.

   If you enter a program code that has not been defined on the Program Definitions Rules Form (SMAPRLE), the system displays a message with an option that opens SMAPRLE so that the program can be added.
3. In the **Term** field, enter the code of the first term in the new range.
4. Go to the next block.

5. Access the window associated with the requirements you want to copy. For example, if you want to copy required attributes from one term to another, you would access the Program Required Attributes window.

6. Access the Default *XXX* window, where *XXX* represents the kind of requirement. For example, if you are copying required attributes, you would access the Default Program Required Attributes window.

7. Select the Maintenance button.

   The system copies all requirements from the previous term range to the new one.

8. Review the copied requirements and make any changes as desired.

9. Save your changes.

Making a Program Inactive

Once all students in a program/term range combination have finished (or left) the program, you might want to make the program inactive.

1. Access the Program Requirements Form (SMAPROG).

2. In the **Program** field, enter the program code.

3. In the **Term** field, enter the code of the first term in the range you are making inactive.

4. Go to the next block.

5. Select the **Inactive** radio button.

6. Save your changes.

Defining Areas

An area is a subset of requirements within a program and is the connection between the program and the program's course/attribute detail requirements. You define an area for each major component of a program's requirements, for example, general education requirements, major requirements, and required electives.

When defining areas, you can also define qualifiers, which are used to specify characteristics the system uses to determine to which student the area applies. Qualifiers are used for dynamic compliance and can only be used for non-captive programs. See “Dynamic Compliance” on page 1-7 for a complete discussion of qualifiers for dynamic compliance.

This section includes the following procedures:

- "Adding Areas to the Area Library" on page 4-12
- "Defining Area Qualifiers" on page 4-12
- "Copying Area Qualifiers to Another Term" on page 4-14
- "Building Area Requirements from Scratch" on page 4-15
- "Attaching Courses and/or Attributes to Areas" on page 4-17
- "Attaching Groups to Areas" on page 4-19
- "Copying an Area's Requirements to Another Area" on page 4-20
- "Copying Part of an Area's Details to Another Area" on page 4-21
- "Copying an Area's Details to A New Term Range" on page 4-22
- "Making an Area Inactive" on page 4-24
- "Implementing Area Prerequisite Processing" on page 4-25

Adding Areas to the Area Library

Use the Area Library Form (SMAALIB) to add an area to the area library for use in CAPP and to define the area's qualifiers. An area must be added to the library before its requirements can be defined on the Area Requirement Form (SMAAREA) and it can be attached to programs on the Program Requirements Form (SMAPROG).

1. Access the Area Library Form (SMAALIB).
2. Insert a new record.
3. Define the area. (See "Area Library Form (SMAALIB)" on page 5-42 for detailed information about completing this form.)
4. Save your changes.
5. If desired, define qualifiers so that the area can used with dynamic compliance. See the next section for detailed procedures.

Defining Area Qualifiers

Use the Area Library Qualifiers window of the Area Library Form (SMAALIB) to define qualifiers to be used with dynamic compliance. You can define any of the following qualifiers:

- Campus
- College
- Degree
- Department
- Major

- Concentration
- Minor
- Student attribute

If you enter only one code in a qualifier field, the item associated with that code (for example, a degree) is included in the area definition. You can define multiple qualifiers by entering *ALL* (for a set of inclusions) or *FEW* (for a set of exclusions) in the applicable field, then going to the Area *XXX* Codes to Include/Exclude window (where *XXX* represents the type of qualifier [for example, Area Degree Codes to Include/Exclude window]) to define the set. If a set of qualifiers has been defined, an asterisk (*) is displayed next to the value in the field.

1. Access the Area Library Form (SMAALIB).

2. Select the area for which you want to define qualifiers.

3. Access the Area Library Qualifiers window.

4. In the **Qualifier Term** field, enter the code of the term for which the qualifiers you are defining become effective.

5. Go to the next block.

6. If you want to define a single value to be included for one of the qualifiers, enter it in the qualifier's field (for example, **Degree** or **Major**).

7. If you want to define a set of values *to include* for one of the qualifiers, take the following steps.

   (a) Enter *FEW* in the qualifier's field (for example, **Degree** or **Major**).

   (b) Select the Search button for the qualifier's field to access the Area *XXX* Codes to Include/Exclude window, where *XXX* represents the type of qualifier (for example, Area Degree Codes to Include/Exclude window).

   The system displays the window with *INCLUDE* in the **Include/Exclude** field in the key block. Only the values entered will be included for consideration during dynamic compliance.

   (c) In the qualifier's field (for example, **Degree** or **Major**), enter each code to be included.

   (d) Save your changes.

   (e) Select the Return button.

8. If you want to define a set of values *to exclude* for one of the qualifiers, take the following steps.

   (a) Enter *ALL* in the qualifier's field (for example, **Degree** or **Major**).

   (b) Select the Search button for the qualifier's field to access the Area *XXX* Codes to Include/Exclude window, where *XXX* represents the type of qualifier (for example, Area Degree Codes to Include/Exclude window).

   The system displays the window with *EXCLUDE* in the **Include/Exclude** field in the key block. Values entered will be excluded from consideration during dynamic compliance.

   (c) In the qualifier's field (for example, **Degree** or **Major**), enter each code to be excluded.

   (d) Save your changes.

   (e) Select the Return button.

9. Repeat steps 6 to 8 for each qualifier you want to define.

10. Save your changes.

Copying Area Qualifiers to Another Term

An area's qualifiers might need to be changed over time. For example, from Fall 1975 through Summer 2003, students in the College of Arts and Sciences and the College of Business had the same set of General Education requirements. As such, the General Requirements area would have had the College qualifier defined to include the Arts and Sciences and Business college codes. However, as of Fall 2003, students in the College of Business will need to satisfy a different set of General Education Requirements. Thus, the existing set of qualifiers for the General Education Requirements area will need a new set of qualifiers that includes only the Arts and Science college code, and a completely new area would be created for the College of Business General Education requirements with an appropriate set of qualifiers to ensure that it is selected for only Business students.

1. Access the Area Library Form (SMAALIB).

2. Select the area for which you want to define qualifiers.

3. Access the Area Library Qualifiers window.

4. In the **Qualifier Term** field, enter the code of the first term in the new range.

5. Go to the next block.

6. Select the Maintenance button.

   The system copies all qualifiers from the previous term range to the new one.

7. Review the copied qualifiers and make any changes as desired.

8. Save your changes.

Building Area Requirements from Scratch

This procedure explains how to build an area's requirements "from scratch," where you need to define everything. You would typically use this procedure for the first area you define when you begin to implement CAPP and for areas that have nothing in common with other areas.

Once your first area is defined, you can either copy it and change specific details (as explained in "Copying an Area's Requirements to Another Area" on page 4-20) or create a new area and copy parts of an existing one (as explained in "Copying Part of an Area's Details to Another Area" on page 4-21).

In general, you can enter detail requirements in any order. The following procedure presents them in the order they appear on the Options menu. If you try to enter information in a window that is dependent on information being entered elsewhere first, the system displays a message.

1. Access the Area Requirements Form (SMAAREA).

2. In the **Area** field, enter the code of the area.

   If you enter an area code that is not defined on the Area Library Form (SMAALIB), the system displays a message with an option that opens SMAALIB so that the area can be added.

3. In the **Term** field, enter the code of the term for which the area is to be in effect.

4. Go to the next block.

5. In the General Requirements block, enter general requirements that apply to the whole area. (See "Area Requirements Form (SMAAREA)" on page 5-59 for detailed information about completing this block.)

   If desired, you can copy general requirements from an existing area. To do this, use the Default Area General Requirements window. (See "Default Area General Requirements Window" on page 5-68 for detailed information about completing this window.) Once the requirements are copied into the General Requirements block, you can change any of the details.

   When finished with the General Requirements block, save your changes.

6. If you want to associate text with the area, use the Area Text window. (See "Area Text Window" on page 5-68 for detailed information about completing this window.)

   When finished with the Area Text window, save your changes.

7. If you want to enter included or excluded course levels , use the Area Include/Exclude Course Levels window. (See "Area Include/Exclude Course Levels Window" on page 5-70 for detailed information about completing this window.)

   If desired, you can copy included or excluded course levels from an existing area. To do this, use the Default Area Include/Exclude Course Levels window. (See "Default Area Include/Exclude Course Levels Window" on page 5-72 for detailed information about completing this window.) Once the additional levels are copied into this window, you can change any of the details.

   When finished with the Area Include/Exclude Course Levels window, save your changes.

8. If you want to enter restricted subjects or attributes, use the Area Restricted Subjects/Attributes window. (See "Area Restricted Subjects/Attributes Window" on page 5-73 for detailed information about completing this window.)

   If desired, you can copy restricted subjects or attributes from an existing area. To do this, use the Default Area Restricted Subjects/Attributes window. (See "Default Area Restricted Subjects/Attributes Window" on page 5-75 for detailed information about completing this window.) Once the restrictions are copied into this window, you can change any of the details.

   If you want to associate text with a restriction, use the Area Restricted Subject/Attribute Text window. (See "Area Restricted Subject/Attribute Text Window" on page 5-76 for detailed information about completing this window.)

   When finished with the Area Restricted Subjects/Attributes window, save your changes.

9. If you want to enter restricted grades, use the Area Restricted Grades window. (See use "Area Restricted Grades Window" on page 5-77 for detailed information about completing this window.)

   If desired, you can copy restricted grades from an existing area. To do this, use the Default Area Restricted Grades window. (See "Default Area Restricted Grades Window" on page 5-79 for detailed information about completing this window.) Once the restrictions are copied into this window, you can change any of the details.

If you want to associate text with a restriction, use the Area Restricted Grade Text window. (See "Area Restricted Grade Text Window" on page 5-79 for detailed information about completing this window.)

When finished with the Area Restricted Grades window, save your changes.

10. If you want to attach courses or attributes to the area, use the Area Course/Attribute Attachment window. (See "Area Course/Attribute Attachment Window" on page 5-80 for detailed information about completing this window.)

    Note: If a group has been attached to an area, you cannot also attach a course or attribute.

    See "Attaching Courses and/or Attributes to Areas" on page 4-17 for a complete procedure for attaching courses and/or attributes.

    When finished with the Area Course/Attribute Attachment window, save your changes.

11. If groups have already been defined and you want to attach one or more to the area, use the Area Group Attachment window. (See "Area Group Attachment Window" on page 5-109 for detailed information about completing this window.)

    Note: If a course or attribute has been attached to an area, you cannot also attach a group.

    See "Attaching Groups to Areas" on page 4-19 of this chapter for a complete procedure for attaching groups.

    When finished with the Area Group Attachment window, save your changes.

12. When the area is completely defined, select the **Active** radio button in the General Requirements block of the main window.

13. Save your changes.

Attaching Courses and/or Attributes to Areas

You can attach specific courses, course attributes, and/or student attributes to areas.

Note: If groups have already been attached, you cannot attach course/attribute detail requirements. You can either attach course/attribute detail requirements or attach groups, not both.

If desired, you can apply set and subset values to a course/attribute attachment to take advantage of CAPP's capability for establishing relationships between records using "and" and "or" conditions. You can also use set and subset values to specify the

order in which CAPP evaluates detail line requirements. See “Sets and Subsets” on page 2-10 for more information about sets and subsets.

You can also define rules for a course/attribute attachment. See “Rules” on page 2-13 for more information about rules.

1. Access the Area Requirements Form (SMAAREA).
2. In the **Area** field, enter the code of the area.
3. In the **Term** field, enter the code of the term for which the area is to be in effect.
4. Go to the next block.
5. Access the Area Course/Attribute Attachment window.

   Note: If groups have already been defined in the Area Group Attachment window, you cannot access the Area Course/Attribute Attachment window. You can attach either course/attribute detail requirements or groups, but not both.

6. If using set/subset functionality, enter the appropriate values in the **Set** and **Subset** fields.
7. If defining a rule for the group requirement, take the following steps.
   (a) Enter a code for the rule in the **Rule** field.
   (b) Save your changes.
   (c) Access the Area Course/Attribute Attachment Rules window and define the rule. (See “Area Course/Attribute Attachment Rules Window” on page 5-98 for detailed information about completing this window.)
   (d) Save your changes.
   (e) Select the Return button to return to the Area Course/Attribute Attachment window.
8. If you are not using a rule to define the requirement, complete the remaining fields.
9. Save your changes.
10. Repeat steps 6 through 9 for each group you want to attach to the area.

Attaching Groups to Areas

If you are using groups, once you have defined them, they can be attached to areas.

Note: If course/attribute detail requirements have already been attached, you cannot attach groups. You can either attach course/attribute detail requirements or attach groups, not both.

If desired, you can apply set and subset values to a group attachment to take advantage of CAPP's capability for establishing relationships between records using "and" and "or" conditions. You can also use set and subset values to specify the order in which CAPP evaluates attached groups. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.

You can also define rules for a group attachment. See "Rules" on page 2-13 for more information about rules.

1. Access the Area Requirements Form (SMAAREA).
2. In the **Area** field, enter the code of the area.
3. In the **Term** field, enter the code of the term for which the area is to be in effect.
4. Go to the next block.
5. Access the Area Group Attachment window.

   Note: If course/attribute detail requirements have already been defined in the Area Course/Attribute Attachment window, you cannot access the Area Group Attachment window. You can attach either course/attribute detail requirements or groups, but not both.

6. If using set/subset functionality, enter the appropriate values in the **Set** and **Subset** fields.
7. If defining a rule for the group attachment, take the following steps.

   (a) Enter a code for the rule in the **Rule** field.

   (b) Save your changes.

   (c) Access the Area Group Attachment Rules window and define the rule. (See "Area Group Attachment Rules Window" on page 5-111 for detailed information about completing this window.)

   (d) Save your changes.

   (e) Select the Return button to return to the Area Group Attachment window.

8. If not using a rule to define the group attachments, enter a valid group code in the **Group** field.

   The following fields will default to the values defined in the General Requirements window of the group code that was entered, although the values can be changed.

   - **Course Re-Use**
   - **Attribute Re-Use**
   - **Within Ind**
   - **Year Rule**

9. Save your changes.

10. Repeat steps 6 through 9 for each group you want to attach to the area.

Copying an Area's Requirements to Another Area

If a new area being defined has many requirements that are the same as those in an area that has already been defined, you can copy the existing area's requirements to the new area, then change the details that are different. The new area cannot have *any* requirements defined for it or else this option cannot be performed.

(If desired, you can also copy just the requirements in an individual window. This procedure is covered in "Copying Part of an Area's Details to Another Area" on page 4-21 of this chapter.)

1. Access the Area Requirements Form (SMAAREA).

2. In the **Area** field, enter the code of the area.

   If you enter an area code that is not defined on the Area Library Form (SMAALIB), the system displays a message with an option that opens SMAALIB so that the area can be added.

3. In the **Term** field, enter the code of the term for which the area is to be in effect.

   Do not go to the next block.

4. Access the Default All Area Detail Information window.

   Note: If any requirements have been defined for the area code and term you specify, you will not be able to access this window. If requirements have been defined and you want to delete them so that you can copy, you must delete them using the Record Remove function.

5. In the **Default From Area** field, enter the code of the area from which you want to copy area requirements.

6. In the **Area Rules Term** field, enter the term code for the effective term of the area from which you want to copy area requirements.

   The checkbox for each type of requirement that has been defined for the area from which you are copying area requirements is selected.

7. If desired, clear the checkbox of any type of requirement that you do *not* want to copy.

8. Select the Process Default button (or perform a Duplicate Record function).

   The system copies the selected requirements to your new area and redisplays the main window with the cursor in the key block.

9. Go to the next block.

10. Review the copied requirements and make any changes as desired.

11. Save your changes.

Copying Part of an Area's Details to Another Area

Each window on the Area Requirements Form (SMAAREA) allows you to copy the details associated with that window from one area to another. The window cannot have *any* details defined for it or else this option cannot be performed.

1. Access the Area Requirements Form (SMAAREA).

2. In the **Area** field, enter the code of the area.

   If you enter an area code that is not defined on the Area Library Form (SMAALIB), the system displays a message with an option that opens SMAALIB so that the area can be added.

3. In the **Term** field, enter the code of the term for which the area is to be in effect.

4. Go to the next block.

5. Access the window associated with the details you want to copy. For example, if you want to copy restricted grades from one area to another, access the Area Restricted Grades window.

6. Access the Default *XXX* window, where *XXX* represents the kind of details. For example, if you are copying restricted grades, access the Default Restricted Grade window.

   Note: If any details have been defined in the window, you will not be able to access the "Default" window.

7. In the **Default From Area** field, enter the code of the area from which you want to copy area details.

8. In the **Area Rules Term** field, enter the term code for the effective term of the area from which you want to copy area details.

9. Select the Process Default button (or perform a Duplicate Record function).

   The system copies the selected details to your new area and redisplays the main window with the cursor in the key block.

10. Review the copied details and make any changes as desired.

11. Save your changes.

Copying an Area's Details to A New Term Range

An area's information might need to be changed over time. For example, you might require a minimum of 24 credits for an area at one point in time, but add an additional requirement so that the area requires at least 30 credits from that point in time on.

CAPP allows you to maintain the area's information for specific term ranges. When you perform compliance, the catalog term specified for the compliance request determines which set of requirements are used.

You can copy area details from one term range to a new one, and then change the necessary details, or you can end the details in an individual window as of a certain term.

To copy an area's general requirements from one term to another:

1. Access the Area Requirements Form (SMAAREA).

2. In the **Area** field, enter the code of the area.

3. In the **Term** field, enter the code of the first term in the new range.

4. Go to the next block.

5. Select the Copy button.

   The system copies the area's general requirements from the previous term range to the new one.

6. Review the copied details and make any changes as desired.

7. Save your changes.

To copy details in any other window:

1. Access the Area Requirements Form (SMAAREA).
2. In the **Area** field, enter the code of the area.
3. In the **Term** field, enter the code of the first term in the new range.
4. Access the window associated with the details you want to copy. For example, if you want to copy restricted grades from one term range to another, access the Restricted Grades window.
5. Access the Default *XXX* window, where *XXX* represents the kind of details. For example, if you are copying restricted grades, access the Default Restricted Grade window.
6. Select the Maintenance button.

   The system copies all details from the previous term range to the new one.
7. Review the copied details and make any changes as desired.
8. Save your changes.

Changing the Type of Area Attachments

Use the following procedure to change the type of details attached to the area the from one type to the other (for example, if you want to change from course/attribute attachments to group attachments).

1. Access the Area Requirements Form (SMAAREA).
2. In the **Area** field, enter the code of the area.
3. In the **Term** field, enter the code of the first term in the new range.
4. Access the window associated with the existing type of details. For example, if you want to change from course/attribute attachments to group attachments, access the Area Course/Attribute Attachments window.
5. Select the Maintenance button.
6. Select End Area Course Attachment from the option list.

   This copies the term code in the key block to the **To Term** field in the original window (using the above example, the Area Course/Attribute Attachment window) and ends those requirements as of that term code.

7. Access the General Requirements window and select the Copy button.

   The system copies the existing general requirements record to a new one with an effective term equal to the one in the key block.

8. Perform the Remove Record function to clear the General Requirements window.

   This clears all values including the **Attached** field and is necessary to allow access to the new window (using the above example, the Area Group Attachment window).

9. Modify the applicable general requirements values.

10. Save your changes.

11. Access the new window (using the above example, the Area Group Attachment window).

12. Enter the group codes you want to attach.

13. Save your changes.

Making an Area Inactive

Once all students in an area/term range combination have finished (or left) the program associated with the area, you might want to make the area inactive.

1. Access the Area Requirements Form (SMAAREA).

2. In the **Area** field, enter the code of the area.

3. In the **Term** field, enter the code of the first term in the range you are making inactive.

4. Go to the next block.

5. Select the **Inactive** radio button.

6. Save your changes.

Implementing Area Prerequisite Processing

Area prerequisite processing is an optional feature that provides added flexibility for defining course prerequisites and for displaying more details related to a student's failure to meet prerequisite requirements. Area prerequisite processing can be set up on a section-by-section basis.

1. Using the Program Definition Rules Form (SMAPRLE), define a program to be used as the prerequisite program code.

   Area prerequisite processing uses the CAPP Program Compliance Process (SMRCMPL) to evaluate prerequisite requirements and their fulfillment. Compliance processing requires that areas be evaluated within the context of a program, and compliance results are attached to a program. The code you create in this step is used for this purpose.

2. Access the Crosswalk Validation Form (GTVSDAX) and create a row with the following values.

External Code	*Internal Code*	*Internal Code Seq Number*	*Internal Code Group*	*Description*	*System Required Indicator*
program code defined on SMAPRLE in step 1	PREREQPROG	null	PREREQUISITES	your desired description of the rule	selected

   The program code defined for prerequisite processing on GTVSDAX will be used to provide a logical link within compliance to process areas as registration prerequisites. This code is loaded to the temporary request record (SMRRQCM) built for the duration of the registration prerequisite process.

3. Determine a coding structure to use for area prerequisite requirements. On the Area Library form (SMAALIB), enter up to a ten-character value in the **Area Code** field. For example, using a coding structure like *PENGL1005*, where *P* indicates a prerequisite requirement, and *ENGL1005* is the course for which prerequisites are defined, provides for easy queries of prerequisite areas, and simplifies data entry and reporting. Also, when creating area codes to be used for prerequisite checking, be certain to select the check box in the 'Prerequisite' column.

4. (Required) Use the Area Requirements Form (SMAAREA) to define the requirements for a prerequisite area.

5. (Optional) Use the Catalog Prerequisite and Test Score Restrictions Form (SCAPREQ) to attach area(s) containing prerequisite requirements to a course.

6. (Optional) Use the **CAPP Areas for Prerequisites** checkbox on either SCAPREQ or the Basic Course Information Form (SCACRSE) to specify which type of prerequisite requirements will be in effect for the course.
   - When the checkbox is selected, prerequisite requirements defined in the attached CAPP area will be listed for the course in the Bulletin Report (SCRBULT) and in the self-service catalog package.
   - When the checkbox is cleared, prerequisite requirements defined in the Course Test Scores and Prerequisite Restrictions block of SCAPREQ will be listed for the course in the SCRBULT Report and in the self-service catalog package.

7. (Required) Use the Schedule Prerequisite and Test Score Restrictions Form (SSAPREQ) to attach area(s) containing prerequisite requirements to a section.

8. (Required) Use the **CAPP Areas for Prerequisites** checkbox on either SSAPREQ or the Schedule Form (SSASECT) to specify which type of prerequisite requirements will be in effect for each section.
   - When the checkbox is selected, prerequisite requirements defined in the attached CAPP area will be applied to attempts to register for the section. When area requirements are used as prerequisites, registration processes use the Program Compliance Report (SMRCMPL) to evaluate fulfillment of the requirements.
   - When the checkbox is cleared, prerequisite requirements defined in the Section Test Score and Prerequisite Restrictions block of SSAPREQ will be applied to attempts to register for the section. When the checkbox is cleared, current prerequisite restriction selecting occurs. If you choose to not implement area prerequisites, you will see no changes in prerequisite processing.

9. (Required) Use the Term Control Form (SOATERM) to specify prerequisite checking parameters.
   - Use the **In Progress** checkbox (in the Registration section of the main window) to specify whether in-progress courses should be used to fulfill prerequisite requirements when using area prerequisites. When the checkbox is selected, an in-progress course will automatically fulfill a prerequisite requirement, and no acknowledgment of this usage is required. When the checkbox is cleared, in-progress courses will not be allowed to fulfill a prerequisite requirement, and a *Pre-req or test score restriction* error will be displayed.

     An in-progress course is an "active" ungraded qualifying course for an *earlier* term, or a course attempted in the *same* term if the **Concurrent Enrollment Allowed** checkbox is selected in the Course/Attribute Attachment window of SMAAREA or the Group Requirement Form (SMAGROP). An enrollments in which a student is wait-listed, from which a student has withdrawn, or which have already been graded, will never be

considered an in-progress course. Future-term enrollments, while in-progress for transcript purposes, will never be considered by prerequisite checking.

- Use the **Prerequisites** radio button group (in the Registration Error Checking window of SOATERM) to specify whether prerequisite selecting should be performed.
  - Select the **No Check** radio button to specify that prerequisite restrictions will not be checked.
  - Select the **Fatal** radio button to specify that failure of a prerequisite restriction will raise a fatal error.

10. (Required) Determine how the pipes processes that submit compliance requests will be managed.

    When using area prerequisite requirements, Oracle pipes are used to submit compliance requests from the various registration processes. The following pipe programs are involved.

    - The Pipe Initialization Process (SFRPINI.PC) initializes the Pipe Process for each pipe listed in the SFBPIPE table.
    - The Pipe Process (SFRPIPE.PC) is used as a listening agent for Oracle pipes to initiate the compliance process and to perform compliance evaluations from self-service.

    Note: All registration activity from self-service and SFAREGS that involves area prerequisite checking depends on the pipe process; however, only degree evaluations initiated from self-service require the pipe process. Compliance evaluations initiated from SMARQCM do not depend on the pipe process.

    Pipes used by area prerequisite processing are similar to those used by Job Submission (GURJOBS), and their management is usually the responsibility of a database or system administrator. Appropriate pipes must be initialized for area prerequisite processing to occur, and they can be best initialized during normal system start-up routines. Ten rows have been delivered in the SFBPIPE table, and ten pipes will be initialized by SFRPINI. Determining the required number of pipes to use is your institution's responsibility. If processes are waiting for pipe responses, it may be best to initialize additional pipes.

11. Perform registration as usual. There will be different results, depending on the method of registration used.

    (a) Online registration using the Student Course Registration Form (SFAREGS):

    When area prerequisites are not in effect for a section, prerequisite checking will be based on prerequisite requirements defined in the Section Test Score and Prerequisite Restriction block of SSAPREQ. There are three possible results: a successful registration, an *In-progress* message,

or a *Pre-Req and Test Score Restriction* error. If a registration attempt raises an error, the operator must respond either by dropping the request or overriding the error.

When area prerequisites are in effect for a section, prerequisite processing will be performed by a piped call for a compliance evaluation. There are two possible results: a successful registration or a *Pre-Req and Test Score Restriction* error. If a *Pre-Req and Test Score Restriction* error occurs, the operator can respond in one of the following ways:

- Override the error immediately.
- Drop the request.
- Request additional information on why the prerequisite requirement was not met. Additional prerequisite failure information is presented in the Detailed Restriction Results Form (SFQPREQ). This form is available as an option from SFAREGS using the CRN button or the Duplicate Item function when the cursor is positioned on the course for which the requirement was not met. After reviewing the requirements that have not been met, the operator is returned to SFAREGS, where additional enrollments can be requested, the error can be overridden, or the section can be dropped.

Note: SFQPREQ is available for display only for enrollment attempts in sections that use area prerequisites. If you request the display of SFQPREQ for all enrollment attempts where test score and prerequisite restrictions are used, the error message **ERROR* CAPP Area Prerequisite error not encountered* will be displayed.

(b) Web Registration (either Student Self-Service or Faculty and Advisor Self-Service):

When area prerequisites are not in effect for a section, prerequisite checking will be based on prerequisite requirements defined in the Section Test Score and Prerequisite Restriction block of SSAPREQ. There are two possible results: a successful registration or a *Pre-Req and Test Score Restriction* error. Following an error, the request to enroll in the section is automatically deleted.

When area prerequisites are in effect for a section, prerequisite processing will be performed by a piped call for a compliance evaluation. There are two possible results: a successful registration or a *Pre-Req and Test Score Restriction* error.

If a *Pre-Req and Test Score Error* is returned for an enrollment attempt that uses an area prerequisite, a link will be displayed from the CRN for the enrollment. The student can select the link to access the CRN prerequisite Area Results page. This page will display all prerequisite areas for the CRN that *have not* been met. It will not display required prerequisite areas that *have* been met.

The display is in table format and includes the following sections.

- For each CRN for which an area prerequisite has not been met, the CRN, subject, course number, and course title are displayed.
- Each area that has not been met will be listed, and the area code and description are displayed.
- The required credits, courses, and minimum GPA from the area's general requirements are displayed if the area includes any of these items in its general requirements.
- Detail requirements for the area are displayed, if the **Print Indicator** for the area is set to *Print Everything* on the Area Library Form (SMAALIB). If the **Print Indicator** is *not* set to *Print Everything* for the area, *no detail requirements are displayed*. For example, you might have an area in which a minimum GPA is required, and the only thing you want to communicate to the student is whether the GPA requirement has been met or not. Setting the **Print Indicator** to *Print Nothing* for the area will suppress the display of the detail requirements for the area.

After viewing the results of the prerequisite evaluation, the student can do any of the following:

- Use the Menu button to return to the Registration Menu
- Use the Exit button to exit from Student Self-Service
- Use the Return button or the Add/Drop link to return to the Add/Drop Classes page

Defining Groups

A group is a subset of requirements within an area. Groups are not a required component of an area; whether or not you use them depends on the requirements of each area. You can attach either groups or individual course/attribute detail requirements to an area. You use groups when there is a clearly definable subset of course/attribute requirements within an area, for example, a set of requirements for which you want to define specific restrictions. When you evaluate your overall program's requirements, groups are usually readily identifiable. For example, within an area that defines the requirements for a major, you might have certain core courses that are subject to tighter grade and/or residency restrictions than those elective courses that apply to the major. As such, you might want to use one group for the major's core courses and another group for the major's elective courses.

This section includes the following procedures:

- "Adding Groups to the Group Library" on page 4-30
- "Building Group Requirements from Scratch" on page 4-30
- "Attaching Courses and/or Attributes to Groups" on page 4-32

- "Copying a Group's Requirements to Another Group" on page 4-34
- "Copying Part of a Group's Details to Another Group" on page 4-35
- "Copying a Group's Details to Another Term" on page 4-35
- "Making a Group Inactive" on page 4-37

Adding Groups to the Group Library

Use the Group Library Form (SMAGLIB) to add a group to the group library for use in CAPP. A group must be added to the library before its requirements can be defined on the Group Requirement Form (SMAGROP) and it can be attached to areas on the Area Requirements Form (SMAAREA).

1. Access the Group Library Form (SMAGLIB).
2. Insert a new record.
3. Define the group. (See "Group Library Form (SMAGLIB)" on page 5-117 for detailed information about completing this form.)
4. Save your changes.

Building Group Requirements from Scratch

This procedure explains how to build a group's requirements "from scratch," where you need to define everything. You would typically use this procedure for the first group you define when you begin to implement CAPP and for groups that have nothing in common with other groups.

Once your first group is defined, you can either copy it and change specific details (as explained in "Copying a Group's Requirements to Another Group" on page 4-34) or create a new group and copy parts of an existing one (as explained in "Copying Part of a Group's Details to Another Group" on page 4-35).

In general, you can enter detail requirements in any order. The following procedure presents them in the order they appear on the Options menu. If you try to enter information in a window that is dependent on information being entered elsewhere first, the system displays a message.

1. Access the Group Requirements Form (SMAGROP).
2. In the **Group** field, enter the group code.

   If you enter a group code that is not defined on the Group Library Form (SMAGLIB), the system displays a message with an option that opens SMAGLIB so that the group can be added.

3. In the **Term** field, enter the code of the term for which the group is to be in effect.

4. Go to the next block.

5. In the General Requirements block, enter general requirements that apply to the whole area. (See "Group Requirements Form (SMAGROP)" on page 5-118 for detailed information about completing this block.)

   If desired, you can copy general requirements from an existing group. To do this, use the Default Group General Requirements window. (See "Default Group General Requirements Window" on page 5-126 for detailed information about completing this block.) Once the requirements are copied into the General Requirements block, you can change any of the details.

   When finished with the General Requirements block, save your changes.

6. If you want to associate text with the group, use the Group Text window. (See "Group Text Window" on page 5-127 for detailed information about completing this window.)

   When finished with the Group Text window, save your changes.

7. If you want to enter included or excluded course levels , use the Group Include/Exclude Course Levels window. (See "Group Include/Exclude Course Levels Window" on page 5-129 for detailed information about completing this window.)

   If desired, you can copy included or excluded course levels from an existing group. To do this, use the Default Group Include/Exclude Course Levels window. (See "Default Group Include/Exclude Course Levels Window" on page 5-131 for detailed information about completing this window.) Once the additional levels are copied into this window, you can change any of the details.

   When finished with the Group Include/Exclude Course Levels window, save your changes.

8. If you want to enter restricted subjects or attributes, use the Group Restricted Subjects/Attributes window. (See "Group Restricted Subjects/Attributes Window" on page 5-132 for detailed information about completing this window.)

   If desired, you can copy restricted subjects or attributes from an existing group. To do this, use the Default Group Restricted Subjects/Attributes window. (See "Default Group Restricted Subjects/Attributes Window" on page 5-134 for detailed information about completing this window.) Once the restrictions are copied into this window, you can change any of the details.

If you want to associate text with a restriction, use the Group Restricted Subject/Attribute Text window. (See "Group Restricted Subject/Attribute Text Window" on page 5-135 for detailed information about completing this window.)

When finished with the Group Restricted Subjects/Attributes window, save your changes.

9. If you want to enter restricted grades, use the Group Restricted Grades window. (See "Group Restricted Grades Window" on page 5-136 for detailed information about completing this window.)

   If desired, you can copy restricted grades from an existing group. To do this, use the Default Group Restricted Grades window. (See "Default Group Restricted Grades Window" on page 5-138 for detailed information about completing this window.) Once the restrictions are copied into this window, you can change any of the details.

   If you want to associate text with a restriction, use the Group Restricted Grade Text window. (See "Group Restricted Grade Text Window" on page 5-139 for detailed information about completing this window.)

   When finished with the Group Restricted Grades window, save your changes.

10. When you are ready to attach courses, attributes, and/or rules to the group, use the Group Course/Attribute Attachment window. (See "Group Course/Attribute Attachment Window" on page 5-139 for detailed information about completing this window.)

    See "Attaching Courses and/or Attributes to Groups" on page 4-32 of this chapter for a complete procedure for attaching courses and/or attributes.

    When finished with the Group Course/Attribute Attachment window, save your changes.

11. When the group is completely defined, select the **Active** radio button in the General Requirements block of the main window.

12. Save your changes.

Attaching Courses and/or Attributes to Groups

You can attach specific courses, course attributes, and/or student attributes to groups.

If desired, you can apply set and subset values to a course/attribute attachment to take advantage of CAPP's capability for establishing relationships between records using "and" and "or" conditions. You can also use set and subset values to specify the order in which CAPP evaluates records. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.

You can also define rules for a course/attribute attachment. See "Rules" on page 2-13 for more information about rules.

1. Access the Group Requirements Form (SMAGROP).

2. In the **Group** field, enter the group code.

3. In the **Term** field, enter the code of the term for which the group is to be in effect.

4. Go to the next block.

5. Access the Group Course/Attribute Attachment window.

   Note: General requirements for the group must be defined before you can access the Group Course/Attribute Attachment window.

6. If using set/subset functionality, enter the appropriate values in the **Set** and **Subset** fields.

7. If defining a rule for the group attachment, take the following steps.

   (a) Enter a code for the rule in the **Rule** field.

   (b) Save your changes.

   (c) Access the Group Course/Attribute Attachment Rules window and define the rule. (See "Group Course/Attribute Attachment Rules Window" on page 5-157 for detailed information about completing this window.)

   (d) Save your changes.

   (e) Select the Return button to return to the Group Course/Attribute Attachment window.

8. Complete the remaining fields. (See "Group Course/Attribute Attachment Window" on page 5-139 for detailed information about completing this window.)

9. Save your changes.

10. Repeat steps 6 through 9 for each detail requirement you want to define in the group.

Copying a Group's Requirements to Another Group

If a new group being defined has many requirements that are the same as those in a group that has already been defined, you can copy the existing group's requirements to the new group, then change the details that are different. The new group cannot have *any* requirements defined for it or else this option cannot be performed.

(If desired, you can also copy just the requirements in an individual window. This procedure is covered in "Copying Part of a Group's Details to Another Group" on page 4-35 of this chapter.)

1. Access the Group Requirements Form (SMAGROP).
2. In the **Group** field, enter the new group code.

   If you enter a group code that is not defined on the Group Library Form (SMAGLIB), the system displays a message with an option that opens SMAGLIB so that the group can be added.
3. In the **Term** field, enter the code of the term for which the group is to be in effect. *Do not* go to the next block.
4. Access the Default All Group Detail Information window.

   Note: If any requirements have been defined for the group code and term you specify, you will not be able to access this window. If requirements have been defined and you want to delete them so that you can copy, you must delete them using the Record Remove function.
5. In the **Default From Group** field, enter the group code from which you want to copy group requirements.
6. In the **Group Rule Term** field, enter the term code for the effective term of the group from which you want to copy group requirements.

   The checkbox for each type of requirement that has been defined for the group from which you are copying group requirements is selected.
7. If desired, clear the checkbox of any type of requirement that you do *not* want to copy.
8. Select the Process Default button (or perform a Duplicate Record function).

   The system copies the selected requirements to your new group.
9. Go to the next block.
10. Review the copied requirements and make any changes as desired.
11. Save your changes.

Copying Part of a Group's Details to Another Group

Each window on the Group Requirements Form (SMAGROP) allows you to copy the details associated with that window from one group to another. The window cannot have *any* details defined for it or else this option cannot be performed.

1. Access the Group Requirements Form (SMAGROP).
2. In the **Group** field, enter the group code.

   If you enter a group code that is not defined on the Group Library Form (SMAGLIB), the system displays a message with an option that opens SMAGLIB so that the group can be added.
3. In the **Term** field, enter the code of the term for which the group is to be in effect.
4. Go to the next block.
5. Access the window associated with the details you want to copy. For example, if you want to copy the text associated with the general requirements from one group to another, access the Group Text window.
6. Access the Default *XXX* window, where *XXX* represents the kind of details. For example, if you are copying group text, access the Default Group Text window.

   Note: If any details have been defined in the window, you will not be able to access the "Default" window.
7. In the **Default From Group** field, enter the group code from which you want to copy group details.
8. In the **Group Rule Term** field, enter the term code for the effective term of the area from which you want to copy group details.
9. Select the Process Default button (or perform a Duplicate Record function).

   The system copies the selected details to your new group and redisplays the main window with the cursor in the key block.
10. Review the copied details and make any changes as desired.
11. Save your changes.

Copying a Group's Details to Another Term

A group's details might need to be changed over time. For example, you might require a minimum of 12 credits for a group at one point in time, but add an additional requirement so that the group requires at least 15 credits from that point in time on.

CAPP allows you to maintain the group's information for specific term ranges. When you perform compliance, the catalog term specified for the compliance request determines which set of requirements are used.

You can copy all details from one term to the next, and then change the necessary details, or you can copy just the details in an individual window.

To copy a group's general requirements from one term to another:

1. Access the Group Requirements Form (SMAGROP).
2. In the **Group** field, enter the group code.
3. In the **Term** field, enter the code of the first term in the new range.
4. Go to the next block.
5. Select the Copy button.

   The system copies the group's General Requirements from the previous term range to the new one.
6. Review the copied details and make any changes as desired.
7. Save your changes.

To copy details in any other window:

1. Access the Group Requirements Form (SMAGROP).
2. In the **Group** field, enter the group code.
3. In the **Term** field, enter the code of the first term in the new range.
4. Go to the next block.
5. Access the window associated with the details you want to copy. For example, if you want to copy group text from one group to another, access the Group Text window.
6. Access the Default *XXX* window, where *XXX* represents the kind of details. For example, if you are copying group text, access the Default Group Text window.
7. Select the Maintenance button.

   The system copies all details from the previous term range to the new one.
8. Review the copied details and make any changes as desired.
9. Save your changes.

Making a Group Inactive

Once all students whose program uses a group/term range combination have finished (or left) the program associated with the group, you might want to make the group inactive.

1. Access the Group Requirements Form (SMAGROP).
2. In the **Group** field, enter the group code.
3. In the **Term** field, enter the code of the first term in the range you are making inactive.
4. Go to the next block.
5. Select the **Inactive** radio button.
6. Save your changes.

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Chapter 5 Setup Forms

This chapter covers forms used for setting up CAPP, including the following sections:

- "Validation Forms" on page 5-1
- "Application and Inquiry Forms for Defining Programs" on page 5-5
- "Application and Inquiry Forms for Defining Areas" on page 5-42
- "Application and Inquiry Forms for Defining Groups" on page 5-117

Validation Forms

This section includes the following validation forms that are specific to the CAPP module:

- "Action Code Validation Form (STVACTN)" on page 5-1
- "Compliance Type Code Validation Form (STVCPRT)" on page 5-3
- "Compliance Default Option Validation Form (STVDFLT)" on page 5-4
- "Compliance Print Code Validation Form (STVPRNT)" on page 5-5

Action Code Validation Form (STVACTN)

Use the Action Code Validation Form (STVACTN) to define codes, descriptions, and processing rules for actions that can be made in CAPP student adjustment processing. An action code can be assigned to any student adjustment. The system uses action codes to determine how an adjustment should be handled by the compliance process.

Fields	Descriptions
Code	Action code assigned to the adjustment action. Required.
Description	Description of the action code. Required.

Fields	Descriptions
Action Indicator	Indicator to specify the way in which compliance should process an adjustment requirement. *Waive* is the default value.
	Add — Indicates that the requirement is added specifically for the student. An added adjustment is an active requirement that must be satisfied.
	Eliminate — Indicates that the requirement is one that the student is not required to satisfy. Action codes with an action indicator of *Eliminate* can be assigned to adjusted items that should not be considered by compliance. It tells the person who reviews compliance output that the requirement normally exists, but was not used for the student. An eliminated requirement never accumulates (counts) toward any compliance totals.
	Substitute — Indicates that the original requirement will be satisfied by a different course.
	Waive — Indicates that the requirement is one that the student is not required to satisfy. Action codes with an action indicator of *Waive* can be assigned to adjusted items that should not be considered by compliance. It tells the person who reviews the compliance output that a requirement normally exists, but was not used by compliance processing. Waived requirements are used by compliance similarly to eliminated requirements with one significant difference. A waived requirement can be flagged to "count" (by selecting the **Count** checkbox), which means that it accumulates credits and/or courses to the appropriate group, area, or program minimum credit/course totals. An eliminated requirement never counts toward compliance totals.

Fields	Descriptions
Count	Checkbox used to indicate whether a waived requirement should accumulate credits and/or courses toward group, area, and/or program credit and course totals. It can be selected only for actions with an action indicator of *Waived*. Compliance accumulates credits and courses toward group, area, or program totals based upon the action indicator. • When the action indicator is *Add* or *Substitute* , credits and courses always accumulate. • When the action indicator is *Eliminate*, the requirement is not being used, and no credits or courses accumulate. • When the action indicator is *Waived* , the **Count** checkbox controls whether credits and courses accumulate.
Activity Date	Date on which the record was last updated. Display only.

Compliance Type Code Validation Form (STVCPRT)

Use the Compliance Type Code Validation Form (STVCPRT) to define the codes, descriptions, and report titles for different types of compliance hardcopy output.

Fields	Descriptions
Type	Code of the compliance output report type. Once a compliance output report type code record has been saved, the code entered in this field cannot be changed. Once this code has been used in any other record, the compliance output report type code record cannot be deleted. Required. Column: STVCPRT_CODE
Description	Description of the compliance output report type. Required. Column: STVCPRT_DESC
Report Title	Title to be printed on hardcopy compliance output. This title can be overridden when the report is requested to be run in compliance. Required. Column: STVCPRT_REPORT_TITLE

Fields	Descriptions
Official	Checkbox used to indicate whether the compliance output report is official. Column: STVCPRT_OFFICIAL_IND
Activity Date	Date on which the record was last updated. Display only. Column: STVCPRT_ACTIVITY_DATE

Compliance Default Option Validation Form (STVDFLT)

Use the Compliance Default Option Validation Form (STVDFLT) to define compliance types to be used as optional default values for use in running batch compliance.

CAPP compliance evaluations are requested by creating a compliance request (SMARQCM) record. After a request has been saved, the evaluation can be performed on an individual basis or in batch. The full compliance request record includes a large number of fields. When using population selection in the Batch Compliance Process (SMRBCMP), a compliance request record is built for the evaluation it needs to perform. When these records are inserted, the process uses a set of hard-coded default values. This form allows you to build optional default values for batch compliance.

Fields	Descriptions
Default Code	Code of the batch compliance default value. Once a batch compliance default value code record has been saved, the code entered in this field cannot be changed. Once this code has been used in any other record, the batch compliance default value code record cannot be deleted. Required.
Description	Description of the batch compliance default value. Required.
Sys Ind	System Required Indicator. Checkbox used to specify whether this value is required by the system. If this checkbox is checked, the validation table record cannot be deleted. Once this checkbox is checked, it cannot be unchecked.
Activity Date	Date on which the record was last updated. Display only.

Compliance Print Code Validation Form (STVPRNT)

Use the Compliance Print Code Validation Form (STVPRNT) to define print codes that can be assigned to text that describes CAPP requirements and restrictions. CAPP hardcopy output uses print codes to determine the type of text to print under various conditions.

Fields	Descriptions
Code	Code of the compliance print type. Once a compliance print code record has been saved, the code entered in this field cannot be changed. Once this code has been used in any other record, the compliance print code record cannot be deleted. Required. Column: STVPRNT_CODE
Description	Description of the compliance print type. Required. Column: STVPRNT_DESC
Activity Date	Date on which the record was last updated. Display only. Column: STVPRNT_ACTIVITY_DATE

Application and Inquiry Forms for Defining Programs

This section includes the following application and inquiry forms that are used to define programs:

- "Program Definitions Rules Form (SMAPRLE)" on page 5-5
- "Program Requirements Form (SMAPROG)" on page 5-8
- "Existing Program Inquiry Form (SMIPROG)" on page 5-41

Program Definitions Rules Form (SMAPRLE)

Use the Program Definitions Rules Form (SMAPRLE) to enter or display program rule definitions.

Fields	Descriptions
Program	Code for the program. Required.
Description	Description of the program. Required.
Web	Checkbox used to indicate whether the program should be available for generating new compliances (or "degree evaluations") via the Web. This indicator does not control whether evaluations are viewable on the Web. If this checkbox is cleared, existing degree evaluations for the program can be viewed via the Web.
Locked	This checkbox is not in use.
Curriculum Rules	Checkbox used to specify whether the program is attached to at least one curriculum rule. Display only.
Curriculum Dependent	Checkbox used to indicate whether the program is dependent on a curriculum combination. If this checkbox is selected, the **Student Level**, **Course Level**, **College** and **Degree** fields are required. If this checkbox is cleared, only the **Student Level** and **Course Level** fields are required. Once an ID is assigned to a program rule, this checkbox cannot be changed from cleared to selected unless the values in the **College** and **Degree** fields are deleted first.
Student Level	Student level associated with the program. Required. When a program code is assigned to a curriculum rule, the student level of the program rule must match the student level of the curriculum rule. Select the Search button for this field to display the Level Code Validation (STVLEVL) list. (lookup) List Level Code Validation (STVLEVL)

Fields	Descriptions
Course Level	"Native" course level of the program. Required. Native level identifies the level of courses that will always be eligible to satisfy detail requirements. Other course levels may also be included or excluded, but native level courses will always be eligible. Native level also controls the courses that will be used in all GPA calculations. Only courses that match the native level of the program are used in GPA calculations. Select the Search button for this field to display the Level Code Validation (STVLEVL) list. (lookup) List Level Code Validation (STVLEVL)
Campus	Campus associated with the program, if any. If a program is associated with a campus and the program code is assigned to a curriculum rule, the campus of the program rule must match the campus of the curriculum rule. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Campus Validation (STVCAMP)
College	College associated with the program. If the program code is assigned to a curriculum rule, the college of the program rule must match the college of the curriculum rule. Required if the program is curriculum-dependent. Select the Search button for this field to display the College Validation (STVCOLL) list. (lookup) List College Validation (STVCOLL)
Degree	Degree or award conferred after successful completion of the program. If the program code is assigned to a curriculum rule, the degree of the program rule must match the degree of the curriculum rule. Required if the program is curriculum dependent. Select the Search button for this field to display the Degree Code Validation (STVDEGC) list. (lookup) List Degree Code Validation (STVDEGC)

Fields	Descriptions
ID	Student ID attached to the program. This field is enabled only when the program is curriculum independent. Once an ID is attached to a program, the program cannot be used by any other student. Select the Search button for this field to display the Person Search Form (SOAIDEN). (lookup) List Person Search Form (SOAIDEN)
Name (untitled)	Name associated with the ID, automatically displayed when a valid value is entered in the **ID** field. Display only.

Program Requirements Form (SMAPROG)

Use the Program Requirements Form (SMAPROG) to define requirements at the program level. Program requirements may include minimum number of credits and/or courses, minimum grade point average required for completion of the program, program restrictions, and so on.

This form includes the following windows:

- "Main Window" on page 5-9
- "Default All Program Detail Window" on page 5-15
- "Default Program General Requirements Window" on page 5-17
- "Program Text Window" on page 5-18
- "Default Program Text Window" on page 5-19
- "Program Non-Course Requirements Window" on page 5-19
- "Default Program Non-Course Requirements Window" on page 5-21
- "Program Additional Levels Window" on page 5-21
- "Default Program Include/Exclude Course Levels Window" on page 5-23
- "Program Required Attributes Window" on page 5-24
- "Default Program Required Attributes Window" on page 5-26
- "Program Restricted Subjects/Attributes Window" on page 5-26
- "Default Program Restricted Subjects/Attributes Window" on page 5-29
- "Program Restricted Subject/Attribute Text Window" on page 5-29
- "Program Restricted Grades Window" on page 5-31
- "Default Program Restricted Grades Window" on page 5-33

- "Program Restricted Grade Text Window" on page 5-34
- "Program Area Attachments Window" on page 5-34
- "Default Program Area Attachments Window" on page 5-37
- "Dynamically Selected Area Override Window" on page 5-38
- "Default Dynamically Selected Area Override Window" on page 5-40

Main Window

The main window is composed of the Key Block and the General Requirements block.

Key Block

Use this block to specify the program and term for which you want to enter or display program requirements.

Fields	Descriptions
Program	Code of the program for which requirements are being defined. Required. If you enter a program code that is not defined on the Program Definition Rules Form (SMAPRLE), the system displays a message with an option that opens SMAPRLE so that the program can be added. When you enter a valid program code, the student level and course level associated with the program on SMAPRLE are automatically displayed. Select the Search button for this field to display the Option List. (lookup) Count Hits — Program Definition Rules Form (SMAPRLE) (lookup) List — Existing Program Inquiry Form (SMIPROG)
Term	Term in which the program requirements began. Required. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List — Catalog Term Codes
Catalog	Academic year to which the term belongs. When you enter a valid term code, the academic year associated with the term code on the Term Code Validation Form (STVTERM) is automatically displayed. Display only.

Fields	Descriptions
Student Level	Student level associated with the program. When you enter a valid program, the student level associated with the program on the SMAPRLE is automatically displayed. Display only.
Course Level	Course level associated with the program. When you enter a valid program, the course level associated with the program on the SMAPRLE displays. Display only.

General Requirements Block

Use this block to enter or display general requirements for the program and term specified in the Key Block.

Fields	Descriptions
From Term	First term in which this set of general requirements is in effect. Display only. If you are defining general requirements for the first time, the value defaults to the term entered in the key block.
To Term	Last term in which this set of general requirements is in effect. Display only. If you are defining general requirements for the first time, the value defaults to term code *999999* (the end of time).
Active/Inactive	Radio button group to indicate whether the program is active or inactive for the term range. The default is *Inactive*. When a program is inactive, it cannot be used for compliance.
Captive	Checkbox used to indicate whether the program is captive.
Single Entity	Checkbox used to indicate whether the program should be evaluated for reuse using single-entity processing.
Total Required Credits	Minimum total number of credits needed to satisfy the program's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.

Fields	Descriptions
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Total Required Courses	Minimum total number of courses needed to satisfy the program's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.
Required Institutional Credits	Minimum number of credits that must be earned at your institution to satisfy the program's requirements.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Required Institutional Credits Courses	Minimum number of courses that must be earned at your institution to satisfy the program's requirements.
Required Institutional Traditional Credits	Minimum number of credits earned at the institution with a traditional grade (as defined on the Grade Code Maintenance Form [SHAGRDE]) needed to satisfy the program's requirements.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)

Fields	Descriptions
Required Institutional Traditional Courses	Minimum number of credits/courses earned at the institution with a traditional grade (as defined on SHAGRDE) needed to satisfy the program's requirements.
Maximum Institutional Non-Traditional Credits	Maximum number of credits earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the program's requirements.
Connector None/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Maximum Institutional Non-Traditional Courses	Maximum number of courses earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the program's requirements.
Maximum Transfer Credits	Maximum number of transfer credits that can be used to satisfy the program's requirements.
Connector None/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Maximum Transfer Courses	Maximum number of transfer courses that can be used to satisfy the program's requirements.
Number Institutional Required... Credits	This field works with the **out of Last Number of Earned Credits** field to establish a minimum number of credits that must be completed at your institution out of a specified number of the most recent of credits earned. For example, if you require that students take at least 15 of their last 120 credits at your institution (meaning you allow them to transfer in no more than 15 out of their last 120 credits earned), you would enter *15* in the **Number Institutional Required Credits** field and *120* in the **out of Last Number of Earned Credits** field.

Fields	Descriptions
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Number of Institutional Required... Courses	This field works with the **out of Last Number of Earned Courses** field to establish a minimum number of courses that must be completed at your institution out of a specified number of the most recent of courses earned. For example, if you require that students take at least 5 of their last 40 courses at your institution (meaning you allow them to transfer in no more than 5 out of their last 40 courses completed), you would enter *5* in the **Number Institutional Required Courses** field and *40* in the **out of Last Number of Earned Courses** field.
...out of Last Number of Earned Credits	This field works with the **Number Institutional Required Credits** field to establish a minimum number of credits that must be completed at your institution out of a specified number of the most recent of credits earned. For example, if you require that students take at least 15 of their last 120 credits at your institution (meaning you allow them to transfer in no more than 15 out of their last 120 credits earned), you would enter *15* in the **Number Institutional Required Credits** field and *120* in the **out of Last Number of Earned Credits** field.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)

Fields	Descriptions
...out of Last Number of Earned Courses	This field works with the **Number Institutional Required Courses** field to establish a minimum number of courses that must be completed at your institution out of a specified number of the most recent of courses earned. For example, if you require that students take at least 5 of their last 40 courses at your institution (meaning you allow them to transfer in no more than 5 out of their last 40 courses completed), you would enter *5* in the **Number Institutional Required Courses** field and *40* in the **out of Last Number of Earned Courses** field.
Minimum Course Grade	Code of the minimum grade that must be earned for the course to satisfy the program's requirements. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Course Year Limit	Number of years old a course can be to satisfy the program's requirements. When a compliance is run, the evaluation term entered for the compliance request is used in conjunction with this field to determine how far back to go in a student's academic history to retrieve valid courses. CAPP checks the earliest term in the furthest year of the course year limit you set. *Example:* The course year limit is five, and the user enters an evaluation term of 200620. When processing the request, CAPP considers courses back to 200110, which is the first term in the academic year five years back from 2006.
Minimum Program GPA	Lowest acceptable program GPA a student can have to satisfy the program's requirements. This is calculated from the grades received in native-level courses used to satisfy the requirements of the program.

Fields	Descriptions
Minimum GPA	Minimum cumulative level GPA required to satisfy the program's requirements, for courses whose level matches the native course level of the program. The GPA is that which is stored in Banner (not calculated "on the fly").

More buttons in the main window

Mouse	*Keyboard*	*Result*
Copy	Duplicate Record	Copies requirements from a prior term range to a new effective term range

Default All Program Detail Window

Use the Default All Program Detail window to copy an existing program's requirements to the program specified in the Key Block of the main window.

Note: The new program must first be defined on the Program Definition Rules Form (SMAPRLE) and cannot have any requirements defined for it.

Fields	Descriptions
Default From Program	Program from which to copy all requirements. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG). (lookup) — Count Hits — Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a valid value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy all requirements. Select the Search button for this field to display the Catalog Term Codes List. (lookup) — List — Catalog Term Codes List (lookup) — Count Hits — Existing Program Inquiry Form (SMIPROG)

Fields	Descriptions
General Requirements	Checkbox used to indicate whether general requirements exist for the program/term being copied. If you do not want to copy general requirements to the program, clear this checkbox.
Program Text	Checkbox used to indicate whether program text exists for the program/term being copied. If you do not want to copy program text to the program, clear this checkbox.
Non-Course Requirement	Checkbox used to indicate whether non-course requirements exist for the program/term being copied. If you do not want to copy non-course requirements to the program, clear this checkbox.
Additional Levels	Checkbox used to indicate whether additional levels exist for the program/term being copied. If you do not want to copy additional levels to the program, clear this checkbox.
Program Attributes	Checkbox used to indicate whether program attributes exist for the program/term being copied. If you do not want to copy program attributes to the program, clear this checkbox.
Restricted Subjects	Checkbox used to indicate whether restricted subjects exist for the program/term being copied. If you do not want to copy restricted subjects to the program, clear this checkbox.
Restricted Grades	Checkbox used to indicate whether restricted grades exist for the program/term being copied. If you do not want to copy restricted grades to the program, clear this checkbox.
Program Area Attachments	Checkbox used to indicate whether program area attachments exist for the program/term being copied. If you do not want to copy program area attachments to the program, clear this checkbox.

Fields	Descriptions
Select Area Overrides	Checkbox used to indicate whether select area overrides exist for the program/term being copied. If you do not want to copy area overrides to the program, clear this checkbox.

More buttons in the Default All Program Information window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies all program information from another program

Default Program General Requirements Window

Use the Default Program General Requirements window to copy existing program's general requirements to the program specified in the Key Block of the main window.
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Fields	Descriptions
Default From Program	Program from which to copy general requirements. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG). (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a valid value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy program general requirements. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Program General Requirements window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies general requirements to the program

Program Text Window

Use the Program Text window to enteror display text that describes the program specified in the Key Block of the main window and to indicate a print code that specifies how the text is used in compliance output.

Fields	Descriptions
From Term	First term in which this text is in effect. Display only.
To Term	Last term in which this text is in effect. Display only.
Text	Text associated with the program. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)

More buttons in the Program Text window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies text from a prior term range to a new effective term range
Maintenance	Duplicate Field	Ends text

Default Program Text Window

Use the Default Program Text window to copy an existing program's text to the program specified in the Key Block of the main window.

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Fields	Descriptions
Default From Program	Program from which to copy text. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG). (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a valid value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy program text. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Program Text window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies text to the program

Program Non-Course Requirements Window

Use the Program Non-Course Requirements window to define non-course requirements for the program specified in the Key Block of the main window. Non-course requirements are those that must be satisfied but are not associated with a specific course, such as an oral exam or community service.

Fields	Descriptions
From Term	First term in which this set of non-course requirements is in effect. Display only.
To Term	Last term in which this set of non-course requirements is in effect. Display only.

Fields	Descriptions
Non-Course Code	Code of the non-course requirement. Required. Select the Search button for this field to display the Non-Course Requirements Code Validation (STVNCRQ) list. (lookup) List Non-Course Requirements Code Validation (STVNCRQ)
Description	Description of the non-course requirement code, automatically displayed when a valid non-course code is entered in the **Non-Course Code** field. Display only.
Non-Course Year Limit	Number of years old a non-course item can be to satisfy the program's requirements. When compliance is run, the evaluation term entered for the compliance request is used in conjunction with this field to determine how far back to go in a student's academic history to retrieve valid non-course items. CAPP checks the earliest term in the furthest year of the non-course item year limit you set. *Example:* The non-course item year limit is five, and the user enters an evaluation term of 200620. When processing the request, CAPP considers non-course items back to 200110, which is the first term in the academic year five years back from 2006.

More buttons in the Program Non-Course Requirements window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies non-course requirements from another program
Maintenance	Duplicate Field	Ends non-course requirements

Default Program Non-Course Requirements Window

Use the Default Program Non-Course Requirements window to copy an existing program's non-course requirements to the program specified in the Key Block of the main window.

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Fields	Descriptions
Default From Program	Program from which to copy non-course requirements. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG). (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a valid value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy program non-course requirements. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Program Non-Course Requirements window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies non-course requirements from a prior term range to a new effective term range

Program Additional Levels Window

Use the Program Additional Levels window to enter or display other course levels to be included in or excluded from the program specified in the Key Block of the main window.

You can specify that courses or course attributes taken at more than one course level can be used by a program, or you can exclude courses or course attributes taken at specific levels. CAPP uses these instructions during compliance to determine which levels (in addition to the native course level of the program) it can use to satisfy the program's requirements. If you do not specifically include other levels, *only* courses at the program's native level are used.

Course levels included in a program can be excluded by areas or groups, but course levels excluded from a program cannot be included by areas or groups.

Courses taken at excluded levels are not considered toward satisfying a program's requirements. Courses at included levels can satisfy program requirements and count toward the program's minimum credit requirements, but they are not used to calculate any grade point averages within the program.

Fields	Descriptions
From Term	First term in which this set of additional course levels is in effect. Display only.
To Term	Last term in which this set of additionalcourse levels is in effect. Display only.
Include/Exclude	Radio button group to specify whether the course level is to be included or excluded.
Level	Code of the course level to be included or excluded. Required. Select the Search button for this field to display the Level Code Validation (STVLEVL) list. (lookup) List Level Code Validation (STVLEVL)
Description	Description of the course level. Display only.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the program's requirements. If the course level is being excluded, this field is unavailable. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Maximum Credits	Maximum number of credits from an included course level that can be used to satisfy program requirements.

Fields	Descriptions
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Maximum Courses	Maximum number of credits from an included course level that can be used to satisfy program requirements.

More buttons in the Program Additional Levels window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies additional course levelsfrom a prior term range to a new effective term range
Maintenance	Duplicate Field	Ends additional levels

Default Program Include/Exclude Course Levels Window

Use the Default Program Include/Exclude Course Levels window to copy an existing program's included/excluded course levels to the program specified in the Key Block of the main window.

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Fields	Descriptions
Default From Program	Program from which to copy included/excluded course levels. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG). (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a valid value is entered in the **Default From Program** field. Display only.

Fields	Descriptions		
Program Rules Term	Term from which to copy included/excluded course levels. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Program Include/Exclude Course Levels window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies included/excluded course levels to the program

Program Required Attributes Window

Use the Program Required Attributes window to enter or display required course or student attributes for the program specified in the Key Block of the main window. For example, a course attribute could be a core requirement; a student attribute could be an honor program or senior standing.

Fields	Descriptions		
From Term	First term in which this set of required course and/or student attributes is in effect. Display only.		
To Term	Last term in which this set of required course and/or student attributes is in effect. Display only.		
Course Attributes	Code of the required course attribute. Once a value is entered in this field, the **Student Attributes** field becomes unavailable. Select the Search button for this field to display the Degree Program Attribute Validation (STVATTR) list.		
	(lookup)	List	Degree Program Attribute Validation (STVATTR)

Fields	Descriptions
Student Attributes	Code of the required student attribute. Once a value is entered in this field, the **Course Attributes** field becomes unavailable. Select the Search button for this field to display the Student Attribute Validation (STVATTS) list. (lookup) List Student Attribute Validation (STVATTS)
Description	Description of the attribute. Display only.
Required Credits	Number of required credits for a required course attribute. If a student attribute is being defined, this field is unavailable.
Connector None/And/Or	Select this radio button if you do *not* want a set number of credits or courses. You can enter a value in either the **Required Credits** field or the **Required Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**), both values (**And**), or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Required Courses	Number of courses for a required course attribute. If a student attribute is being defined, this field is unavailable.

More buttons in the Program Required Attributes window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies required attributes from a prior term range to a new effective term range
Maintenance	Duplicate Field	Ends required attributes

Default Program Required Attributes Window

Use the Default Program Required Attributes window to copy an existing program's required attributes to the program specified in the Key Block of the main window.
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Fields	Descriptions
Default From Program	Program from which to copy required attributes. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG). (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a valid value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy required attributes. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Program Required Attributes window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies required attributes to the program

Program Restricted Subjects/Attributes Window

Use the Program Restricted Subjects/Attributes window to enter or display subject or attribute restrictions for the program specified in the Key Block of the main window. These restrictions prevent the specified subjects or attributes from being used to satisfy program requirements. Restrictions can be absolute (that is, none of the subjects or attributes can be used), or you can limit the number of subjects and/or attributes that can be used.

A restriction must include at least one of the fields. If more than one restriction is specified (for example, **Subject**, **Course Number Low**, and **Course Attribute**), a course is restricted only if it meets all of the criteria.

Fields	Descriptions
From Term	First term in which this set of restricted subjects/attributes is in effect. Display only.
To Term	Last term in which this set of restricted subjects/attributes is in effect. Display only.
Campus	Code of the campus associated with the restriction. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Campus Validation (STVCAMP)
College	Code of the college associated with the restriction. Select the Search button for this field to display the College Validation (STVCOLL) list. (lookup) List College Validation (STVCOLL)
Department	Code of the department associated with the restriction. Select the Search button for this field to display the Department Validation (STVDEPT) list. (lookup) List Department Validation (STVDEPT)
Subject	Code of the subject associated with the restriction. Select the Search button for this field to display the Subject Validation (STVSUBJ) list. (lookup) List Subject Validation (STVSUBJ)
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List

Fields	Descriptions
Course Number High	Highest number in a range of restricted courses. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Course Attribute	Code of the attribute associated with the restriction. Select the Search button for this field to display the Degree Program Attribute Validation (STVATTR) list. (lookup) List Degree Program Attribute Validation (STVATTR)
Maximum Credits	Maximum number of credits that can be taken within the restriction.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Maximum Courses	Maximum number of courses that can be taken within the restriction.
Text	Checkbox used to indicate whether text has been associated with the selected restriction. Display only. (lookup) Edit Program Restricted Subject/ Attribute Text window

More buttons in the Program Restricted Subjects/Attributes window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies restricted subjects/attributes from a prior term range to a new effective term range

More buttons in the Program Restricted Subjects/Attributes window(cont)

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Field	Ends restricted subjects/attributes
Comments	Edit	Opens the Program Restricted Subject/Attribute Text window

Default Program Restricted Subjects/Attributes Window

Use the Default Program Restricted Subjects/Attributes window to copy an existing program's subject and attribute restrictions to the program specified in the Key Block of the main window.

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Fields	**Descriptions**		
Default From Program	Program from which to copy restricted subjects and attributes. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG).		
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a valid value is entered in the **Default From Program** field. Display only.		
Program Rules Term	Term from which to copy restricted subjects and attributes. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Program Restricted Subjects/Attributes window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies restricted subjects/attributes to the program

Program Restricted Subject/Attribute Text Window

Use the Program Restricted Subject/Attribute Text window to enter or display descriptive information about the restriction selected in the Program Restricted Subjects/Attributes window.

This window is composed of the Display-Only block and the Information/Entry block.

Display-Only Block

This block displays details about the record for which text is being entered.

Fields	Descriptions
From Term	First term in which this restriction is in effect.
To Term	Last term in which this restriction is in effect.
Campus	Code of the campus associated with the restriction.
College	Code of the college associated with the restriction.
Department	Code of the department associated with the restriction.
Subject	Code of the subject associated with the restriction.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses.
Course Number High	Highest number in a range of restricted courses.
Course Attribute	Code of the attribute associated with the restriction.

Information/Entry Block

Use this block to enter text for the record displayed in the Display-Only block.

Fields	Descriptions
Text	Text associated with the restriction.

Note: There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.

Fields	Descriptions
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)

Program Restricted Grades Window

Use the Program Restricted Grades window to enter or display acceptable grades for the program specified in the Key Block of the main window. You can use this, for example, to be specific about the grades that can be received for courses used to satisfy requirements.

Example:

Let's say that you want to define a program for honors students and want to allow no more than five courses where the student receive a D to be counted towards the program. For this, you would take the following steps.

- Enter the code associated with the D grade in the **Grade** field.
- Select the **None Connector** radio button.
- Enter *5* in the **Maximum Courses** field.

When you restrict a grade, CAPP looks only at that value (in this example, the *D*) and not the numeric value. You can always exclude grades with numeric values less than a minimum when you create a compliance request. Use restricted grades only when you need to control the use of grades above the allowable minimum grade code for the program.

Grade restrictions defined in this window apply only to those grade codes that have the same course level defined the Grade Code Maintenance Form (SHAGRDE) as the native course level for the program. Also, restrictions defined in this window apply only to the specific grade codes being restricted. The restrictions are not applied to grade codes that have a lower numeric value.

Fields	Descriptions
From Term	First term in which this set of restricted grades is in effect. Display only.
To Term	Last term in which this set of restricted grades is in effect. Display only.
Grade	Code of the grade associated with this restriction. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Maximum Credits	Maximum number of credits with the restricted grade that can be used to satisfy program requirements.
Connector	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Maximum Courses	Maximum number of courses with the restricted grade that can be used to satisfy program requirements.
Text	Checkbox used to indicate whether text has been associated with the selected grade restriction. Display only. (lookup) Edit Program Restricted Grade Text window

More buttons in the Program Restricted Grades window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies restricted grades from a prior term range to a new effective term range

More buttons in the Program Restricted Grades window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Field	End restricted grades
Comments	Edit	Opens the Program Restricted Grade Text window

Default Program Restricted Grades Window

Use the Default Program Restricted Grades window to copy an existing program's restricted grades to the program specified in the Key Block of the main window.
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Fields	**Descriptions**		
Default From Program	Program from which to copy restricted grades. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG).		
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a valid value is entered in the **Default From Program** field. Display only.		
Program Rules Term	Term from which to copy restricted grades. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Program Restricted Grades window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies restricted grades to the program

Program Restricted Grade Text Window

Use the Program Restricted Grade Text window to enter or display descriptive comments for the grade restriction selected in the Program Restricted Grades window.

Fields	Descriptions
From Term	First term in which this restriction is in effect. Display only.
Restricted Grade	Grade that is restricted. Display only.
To Term	Last term in which this restriction is in effect. Display only.
Text	Text associated with the grade restriction. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)

Program Area Attachments Window

Use the Program Area Attachments window to enter or display area attachments to the program specified in the Key Block of the main window.

To access this window using the Options menu, select Attach Areas to Programs.

Fields	Descriptions
From Term	First term in which this set of area attachments is in effect. Display only.

Fields	Descriptions
To Term	Last term in which this set of area attachments is in effect. Display only.
Area	Code of the area to be attached. Select the Search button for this field to display the Option List. (lookup) List — Existing Area Inquiry Form (SMIAREA) (lookup) Count Hits — Area Library Form (SMAALIB)
Priority	Area's priority within the program. The system considers lower number priorities before higher number priorities when running compliance. If two areas are assigned the same priority, the system considers them in alphabetical order. If a priority has been assigned to an area on the Area Definition Form (SMAAREA), that value defaults into this field when the area's code is entered in the **Area** field, although it can be changed.
Course Re-Use None	Radio button to indicate that courses applied to the area cannot have been applied to preceding areas and cannot be reused by later areas. **Note:** When an area is attached to a program, the system automatically defaults the course reuse indicator from the area, but the value can be changed. (Course reuse is specified in the **Default Course Reuse** field of the General Requirements block of SMAAREA See "Reuse" on page 2-2 for more information about reuse in CAPP.
Course Re-Use In	Radio button to indicate courses that have been applied to requirements in preceding areas can also be considered for use in the current area, but if used in the current area, cannot be used again in later areas.
Course Re-Use Out	Radio button to indicate that courses cannot have been applied to any requirements in preceding areas, but if used in the current area, can be considered for use in later areas.

Fields	Descriptions
Course Re-Use Both	Radio button to indicate that courses that have been applied to requirements in preceding areas can also be considered for use in the current area *and* can be considered for use in later areas.
Attribute Re-Use None	Radio button to indicate that attributes cannot have been used in preceding areas and cannot be reused in later areas. **Note:** When an area is attached to a program, the system automatically defaults the attribute reuse indicator from the area, but the value can be changed. (Attribute reuse is specified in the **Default Attribute Reuse** field of the General Requirements block of SMAAREA.
Attribute Re-Use In	Radio button to indicate that attributes that have been applied to requirements in preceding areas can also be considered for use in the current area, but if used in the current area, cannot be used again in later areas.
Attribute Re-Use Out	Radio button to indicate that attributes cannot have been applied to any requirements in preceding areas, but if used in the current area, can be considered for use in later areas.
Attribute Re-Use Both	Radio button to indicate that attributes that have been applied to requirements in preceding areas can also be considered for use in the current area *and* can be considered for use in later areas.
Within Indicator	Checkbox used to indicate whether both a course *and* its attributes can be used within the same area. In this case, the course's credits are used only once toward the minimum credits required by the area or program. If this checkbox is cleared, either a course *or* its attributes can be used within the same area.
Year Rule	Number of years within which a course must be taken for it to be used by an area in the program. If a default year limit has been defined on SMAAREA, that value defaults into this field when the area's code is entered in the **Area** field, although you can change it.
Student Level	Student level associated with the area.

Fields	Descriptions
Course Level	Course level associated with the area.

More buttons in the Program Area Attachments window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies area attachments from a prior term range to a new effective term range
Maintenance	Duplicate Field	Ends area attachments

Default Program Area Attachments Window

Use the Default Program Area Attachments window to copy an existing program's area attachments to the program specified in the Key Block of the main window.

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Fields	Descriptions
Default From Program	Program from which to copy area attachments. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG). (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a valid value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy area attachments. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Program Area Attachments window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies area attachments to the program

Dynamically Selected Area Override Window

Use the Dynamically Selected Area Override window to enter or display the ranking of qualifiers to the compliance process for the program specified in the Key Block of the main window. Qualifiers are the basic components of the program, such as the level, college, degree, campus, and major. There are nine qualifiers, and can be assigned priority levels from 1 to 999. If priority values are not assigned in this window, CAPP uses the default priority set on the area it dynamically selects.

Unless a program is defined as *Captive*, compliance dynamically selects all appropriate areas based on values assigned to each area's qualifiers. Once selected, each area's default values for the following are used unless those values are overridden by information provided in this window:

- Priority
- Course reuse
- Attribute reuse
- Within reuse
- Year rules

To access this window using the Options menu, select Override Priorities for Dynamic Selection.

Fields	Descriptions
From Term	First term in which this set of area overrides is in effect. Display only.
To Term	Last term in which this set of area overrides is in effect. Display only.
Priority	Qualifier's priority within the program. Once an area is selected dynamically based on the value in one of its qualifier fields, compliance determines whether there is an override priority associated with that qualifier and, if so, assigns it to the area in place of its default priority. Lower-numbered priorities are considered by compliance before higher-numbered priorities. If two areas have the same priority, the system evaluates the areas in alphabetical order.

Fields	Descriptions
Course Re-Use None	Radio button to indicate that courses applied to the area cannot have been applied to preceding areas and cannot be reused by later areas. **Note:** When an area is attached to a program, the system automatically defaults the course reuse indicator from the area, but the value can be changed. (Course reuse is specified in the **Default Course Reuse** field of the General Requirements block of SMAAREA. See "Reuse" on page 2-2 for more information about reuse in CAPP.
Course Re-Use In	Radio button to indicate courses that have been applied to requirements in preceding areas can also be considered for use in the current area, but if used in the current area, cannot be used again in later areas.
Course Re-Use Out	Radio button to indicate that courses cannot have been applied to any requirements in preceding areas, but if used in the current area, can be considered for use in later areas.
Course Re-Use Both	Radio button to indicate that courses that have been applied to requirements in preceding areas can also be considered for use in the current area *and* can be considered for use in later areas.
Attribute Re-Use None	Radio button to indicate that attributes cannot have been used in preceding areas and cannot be reused in later areas. **Note:** When an area is attached to a program, the system automatically defaults the attribute reuse indicator from the area, but the value can be changed. (Attribute reuse is specified in the **Default Attribute Reuse** field of the General Requirements block of SMAAREA.
Attribute Re-Use In	Radio button to indicate that attributes that have been applied to requirements in preceding areas can also be considered for use in the current area, but if used in the current area, cannot be used again in later areas.
Attribute Re-Use Out	Radio button to indicate that attributes cannot have been applied to any requirements in preceding areas, but if used in the current area, can be considered for use in later areas.

Fields	Descriptions
Attribute Re-Use Both	Radio button to indicate that attributes that have been applied to requirements in preceding areas can also be considered for use in the current area *and* can be considered for use in later areas.
Within Indicator	Checkbox used to indicate whether both a course *and* its attributes can be used within the same area. In this case, the course's credits are used only once toward the minimum credits required by the area or program. If this checkbox is cleared, either a course *or* its attributes, but not both, can be used within the same area.
Year Rule	Number of years within which a course must be taken for it to be used by an area in the program. If a default year limit has been defined on the Area Definition Form (SMAAREA), that value defaults into this field when the area's code is entered in the **Area** field, although it can be changed.

More buttons in the Dynamically Selected Area Override window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies qualifiers from a prior term range to a new effective term range
Maintenance	Duplicate Field	Ends qualifiers

Default Dynamically Selected Area Override Window

Use the Default Dynamically Selected Area Override window to copy an existing program's qualifiers to the program specified in the Key Block of the main window.
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Fields	Descriptions
Default From Program	Program from which to copy qualifiers. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG). (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a valid value is entered in the **Default From Program** field. Display only.

Fields	Descriptions		
Program Rules Term	Term from which to copy qualifiers. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Dynamically Selected Area Override window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies qualifiers to the program

Existing Program Inquiry Form (SMIPROG)

Use the Existing Program Inquiry Form (SMIPROG) to view all programs for which requirements have been defined.

Fields	Descriptions
Program	Code of the program.
Description	Description of the program.
Student Level	Student level associated with the program.
Course Level	"Native" course level associated with the program.
Effective Term	Effective term for the set of general requirements. A separate record is displayed for each set of general requirements for each program.
Active Indicator	Checkbox used to indicate whether general requirements (and therefore the entire program) are active as of the displayed effective term.

Application and Inquiry Forms for Defining Areas

This section includes the following application and inquiry forms that are used to define areas:

- "Area Library Form (SMAALIB)" on page 5-42
- "Area Requirements Form (SMAAREA)" on page 5-59
- "Existing Area Inquiry Form (SMIAREA)" on page 5-115
- "Area Usage By Program Inquiry Form (SMIAUSE)" on page 5-115

Area Library Form (SMAALIB)

Use the Area Library Form (SMAALIB) to add an area to the area library for use in CAPP and to enter or display the area's qualifiers. An area must be added to the library before its requirements can be defined on the Area Requirement Form (SMAAREA) and it can be attached to programs on the Program Requirements Form (SMAPROG).

In addition to the main window described below, this form includes the following windows:

- "Main Window" on page 5-42
- "Area Library Qualifiers Window" on page 5-44
- "Area Campus Codes to Include/Exclude Window" on page 5-47
- "Area College Codes to Include/Exclude Window" on page 5-48
- "Area Degree Codes to Include/Exclude Window" on page 5-50
- "Area Department Codes to Include/Exclude Window" on page 5-51
- "Area Major Codes to Include/Exclude Window" on page 5-53
- "Area Concentration Codes to Include/Exclude Window" on page 5-54
- "Area Minor Codes to Include/Exclude Window" on page 5-56
- "Area Attribute Codes to Include/Exclude Window" on page 5-57

Main Window

The following fields are displayed in the main window.

Fields	Descriptions
Area	Code for the area. Required.

Fields	Descriptions
Description	Description of the area. Required.
Student Level	Student level associated with the area. Required. When an area whose student level does not match the program's student level is attached to a program, the system displays a warning message. Select the Search button for this field to display the Level Code Validation (STVLEVL) list. (lookup) List Level Code Validation (STVLEVL)
Course Level	"Native" course level of the area. Required. Native level identifies the level of courses that will always be eligible to satisfy the area's detail requirements. Other course levels can also be included or excluded, but native level courses will always be eligible. When an area whose course level does not match the program's course level is attached to a program, the system displays a warning message. Select the Search button for this field to display the Level Code Validation (STVLEVL) list. (lookup) List Level Code Validation (STVLEVL)
Compliance	Checkbox used to indicate whether the area can be attached to a program, or that compliance in a non-captive program can select the program. Select this checkbox if the area is to be used by the compliance process when performing a compliance evaluation.
Dynamic	Checkbox used to indicate whether the area can be processed dynamically. Only dynamic areas are processed based on qualifiers for non-captive programs. If an area is attached to a captive program, the dynamic indicator is ignored. Select this checkbox if the area can be selected dynamically.
Prerequisite	Checkbox used to indicate whether the area can be attached to a course or a section on the Catalog Prerequisite and Test Score Restrictions Form (SCAPREQ) or the Schedule Prerequisite and Test Score Restrictions Form (SSAPREQ).

Fields	Descriptions
Print Indicator	Indicates which items are to be printed on hardcopy output. Values in the pull-down list are the following: • *Print Everything* • *Print Only Gen Reqs* • *Print Gen Reqs and Text* • *Print Text Only* • *Print Nothing* The option selected is used by the compliance Hardcopy Output (SMRCRLT) when printing hardcopy output which includes the area. The flags from the area library are used in conjunction with the rules for output defined on the Compliance Print Type Rules Form (SMACPRT). For example, if the print type rules specify to print area text, but the area library specifies *Print Nothing*, no area text is printed for the area. The print type rules control what area information is printed, subject to the additional control defined in the group library area.

Area Library Qualifiers Window

Use the Area Library Qualifiers window to enter or display area qualifiers.

If a single code is entered in any of the fields, the item associated with that code (for example, a degree) is included in the area definition. You can define multiple qualifiers by entering *FEW* (for a set of inclusions–only the codes listed will qualify) or *ALL* (for a set of exclusions–all codes except those listed will qualify) in the applicable field, then going to the Area Include/Exclude window to define the set. If a set of qualifiers has been defined, an asterisk (*) is displayed next to the value in the field.

This window is composed of the Term block and the Qualifiers block.

Term Block

Use this block to specify the term for which you want to view or maintain qualifiers for the area selected in the main window.

Fields	Descriptions
Area	Code of the area selected on the main window. Display only.
Description (untitled)	Description associated with the area code. Display only.

Fields	Descriptions
Qualifier Term	Code of the term for which you want to view or maintain area qualifiers. If you are creating qualifiers, the term should be the one in which the qualifiers become effective for the selected area. Select the Search button for this field to display the Option List. (lookup) List Term Codes (STVTERM) (lookup) Count Hits Existing Terms for Area Qualifiers List

Qualifiers Block

Use this block to define the qualifiers for the area and term specified in the Term block.

Fields	Descriptions
From Term	First term in which this set of qualifiers is in effect. Display only. If you are defining qualifiers for the first time, the value defaults to the term entered in the key block.
To Term	Last term in which this set of qualifiers is in effect. Display only. If you are defining qualifiers for the first time, the value defaults to term code *999999* (the end of time).
Campus	Campus code of a single campus to include or the indicator *(ALL* or *FEW)* for a set of campus qualifiers. Select the Search button for this field to display the Option List. (lookup) List Campus Codes (STVCAMP) (lookup) Count Hits Area Include/Exclude for Campus Code window
College	College code of a single college to include or the indicator *(ALL* or *FEW)* for a set of college qualifiers. Select the Search button for this field to display the Option List. (lookup) List College Codes (STVCOLL) (lookup) Count Hits Area Include/Exclude for College Code window

Fields	Descriptions		
Degree	Degree code of a single degree to include or the indicator *(ALL* or *FEW)* for a set of degree qualifiers.		
	Select the Search button for this field to display the Option List.		
	(lookup)	List	Degree Codes (STVDEGC)
	(lookup)	Count Hits	Area Include/Exclude for Degree Code window
Department	Department code of a single department to include or the indicator *(ALL* or *FEW)* for a set of department qualifiers.		
	Select the Search button for this field to display the Option List.		
	(lookup)	List	Department Codes (STVDEPT)
	(lookup)	Count Hits	Area Include/Exclude for Department Code window
Major	Major code of a single major to include or the indicator *(ALL* or *FEW)* for a set of major qualifiers.		
	Select the Search button for this field to display the Option List.		
	(lookup)	List	All Major Codes List
	(lookup)	Count Hits	Area Include/Exclude for Major Code window
Concentration	Concentration code of a single concentration to include or the indicator *(ALL* or *FEW)* for a set of concentration qualifiers.		
	Select the Search button for this field to display the Option List.		
	(lookup)	List	All Concentration Codes List
	(lookup)	Count Hits	Area Include/Exclude for Concentration Code window
Minor	Minor code of a single minor to include or the indicator *(ALL* or *FEW)* for a set of minor qualifiers.		
	Select the Search button for this field to display the Option List.		
	(lookup)	List	All Minor Codes List
	(lookup)	Count Hits	Area Include/Exclude for Minor Code window

Fields	Descriptions
Student Attribute	Student attribute code of a single student attribute to include or the indicator *(ALL* or *FEW)* for a set of student attribute qualifiers. Select the Search button for this field to display the Option List. (lookup) List — Student Attribute Codes (STVATTS) (lookup) Count Hits — Area Include/Exclude for Student Attribute Code window

More buttons in the Area Library Qualifiers Window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies area qualifiers from a prior term range to a new effective term range
Maintenance	Duplicate Field	Copies the term code in the key block to the **To Term** field

Area Campus Codes to Include/Exclude Window

Use the Area Campus Codes to Include/Exclude window to specify which campus codes are to be either included or excluded in the area selected in the main window.

This window is accessed by selecting the lookup button next to the **Campus** field in the Area Library Qualifiers window of SMAALIB, then selecting Include/Exclude Campus Codes on the Option List. This option is available only if the value in the **Campus** field is *ALL* or *FEW.* The **Campus** field value also controls whether campus codes entered on this window will be included or excluded, as indicated in the following table.

Campus field value	Codes entered will be
ALL	excluded
FEW	included

This window is composed of the Display-Only block and the Campus Codes block.

Display-Only Block

This block displays the record for which you are specifying campus codes to be either included or excluded.

Fields	Descriptions
From Term	First term in which this set of qualifiers is in effect. Display only.
To Term	Last term in which this set of qualifiers is in effect. Display only.
Area	Code of the area for which qualifiers are being defined. Display only.
Description (untitled)	Description associated with the area code. Display only.
Include/Exclude	Indicator specifying whether codes entered in this window will be included or excluded, based on the value in the **Campus** field in the Area Qualifiers window. Display only. • If the **Campus** field value is *FEW,* the value in this field is *INCLUDE.* • If the **Campus** field value is *ALL,* the value in this field is *EXLCUDE.*

Campus Codes Block

Use this block to specify the campus code(s) to be included or excluded for the record specified in the Display-Only block.

Fields	Descriptions
Campus	Code of a campus for which the area is qualified. Required. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Campus Validation (STVCAMP)
Description	Description associated with the campus code, automatically displayed when a valid value is entered in the **Campus** field. Display only.

Area College Codes to Include/Exclude Window

Use the Area College Codes to Include/Exclude window to specify which college codes are to be either included or excluded in the area selected in the main window.

This window is accessed by selecting the lookup button next to the **College** field in the Area Library Qualifiers window of SMAALIB, then selecting Include/Exclude College Codes on the Option List. This option is available only if the value in the **College** field is *ALL* or *FEW*. The **College** field value also controls whether college codes entered on this window will be included or excluded, as indicated in the following table.

College field value	Codes entered will be
ALL	excluded
FEW	included

This window is composed of the Display-Only block and the College Codes block.

Display-Only Block

This block displays the record for which you are specifying college codes to be either included or excluded.

Fields	Descriptions
From Term	First term in which this set of qualifiers is in effect. Display only.
To Term	Last term in which this set of qualifiers is in effect. Display only.
Area	Code of the area for which qualifiers are being defined. Display only.
Description (untitled)	Description associated with the area code. Display only.
Include/Exclude	Indicator specifying whether codes entered in this window will be included or excluded, based on the value in the **College** field in the Area Qualifiers window. Display only. • If the **College** field value is *FEW,* the value in this field is *INCLUDE*. • If the **College** field value is *ALL,* the value in this field is *EXLCUDE*.

College Codes Block

Use this block to specify the college code(s) to be included or excluded for the record specified in the Display-Only block.

Fields	Descriptions
College	Code of a college for which the area is qualified. Required. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List College Validation (STVCOLL)
Description	Description associated with the college code, automatically displayed when a valid value is entered in the **College** field. Display only.

Area Degree Codes to Include/Exclude Window

Use the Area Degree Codes to Include/Exclude window to specify which degree codes are to be either included or excluded in the area selected in the main window.

This window is accessed by selecting the lookup button next to the **Degree** field in the Area Library Qualifiers window of SMAALIB, then selecting Include/Exclude Degree Codes on the Option List. This option is available only if the value in the **Degree** field is *ALL* or *FEW*. The **Degree** field value also controls whether degree codes entered on this window will be included or excluded, as indicated in the following table.

Degree field value	Codes entered will be
ALL	excluded
FEW	included

This window is composed of the Display-Only block and the Degree Codes block.

Display-Only Block

This block displays the record for which you are specifying degree codes to be either included or excluded.

Fields	Descriptions
From Term	First term in which this set of qualifiers is in effect. Display only.
To Term	Last term in which this set of qualifiers is in effect. Display only.
Area	Code of the area for which qualifiers are being defined. Display only.

Fields	Descriptions
Description (untitled)	Description associated with the area code. Display only.
Include/Exclude	Indicator specifying whether codes entered in this window will be included or excluded, based on the value in the **Degree** field in the Area Qualifiers window. Display only. • If the **Degree** field value is *FEW,* the value in this field is *INCLUDE.* • If the **Degree** field value is *ALL,* the value in this field is *EXLCUDE.*

Degree Codes Block

Use this block to specify the degree code(s) to be included or excluded for the record specified in the Display-Only block.

Fields	Descriptions
Degree	Code of a degree for which the area is qualified. Required. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Degree Code Validation (STVDEGC)
Description	Description associated with the degree code, automatically displayed when a valid value is entered in the **Degree** field. Display only.

Area Department Codes to Include/Exclude Window

Use the Area Department Codes to Include/Exclude window to specify which department codes are to be either included or excluded in the area selected in the main window.

This window is accessed by selecting the lookup button next to the **Department** field in the Area Library Qualifiers window of SMAALIB, then selecting Include/Exclude Department Codes on the Option List. This option is available only if the value in the **Department** field is *ALL* or *FEW.* The **Department** field value also controls whether department codes entered on this window will be included or excluded, as indicated in the following table.

Department field value	Codes entered will be
ALL	excluded
FEW	included

This window is composed of the Display-Only block and the Department Codes block.

Display-Only Block

This block displays the record for which you are specifying department codes to be either included or excluded.

Fields	Descriptions
From Term	First term in which this set of qualifiers is in effect. Display only.
To Term	Last term in which this set of qualifiers is in effect. Display only.
Area	Code of the area for which qualifiers are being defined. Display only.
Description (untitled)	Description associated with the area code. Display only.
Include/Exclude	Indicator specifying whether codes entered in this window will be included or excluded, based on the value in the **Department** field in the Area Qualifiers window. Display only. • If the **Department** field value is *FEW,* the value in this field is *INCLUDE.* • If the **Department** field value is *ALL,* the value in this field is *EXLCUDE.*

Department Codes Block

Use this block to specify the department code(s) to be included or excluded for the record specified in the Display-Only block.

Fields	Descriptions
Department	Code of a department for which the area is qualified. Required. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Department Validation (STVDEPT)
Description	Description associated with the department code, automatically displayed when a valid value is entered in the **Department** field. Display only.

Area Major Codes to Include/Exclude Window

Use the Area Major Codes to Include/Exclude window to specify which major codes are to be either included or excluded in the area selected in the main window.

This window is accessed by selecting the lookup button next to the **Major** field in the Area Library Qualifiers window of SMAALIB, then selecting Include/Exclude Major Codes on the Option List. This option is available only if the value in the **Major** field is *ALL* or *FEW*. The **Major** field value also controls whether major codes entered on this window will be included or excluded, as indicated in the following table.

Major field value	Codes entered will be
ALL	excluded
FEW	included

This window is composed of the Display-Only block and the Major Codes block.

Display-Only Block

This block displays the record for which you are specifying major codes to be either included or excluded.

Fields	Descriptions
From Term	First term in which this set of qualifiers is in effect. Display only.
To Term	Last term in which this set of qualifiers is in effect. Display only.
Area	Code of the area for which qualifiers are being defined. Display only.

Fields	Descriptions
Description (untitled)	Description associated with the area code. Display only.
Include/Exclude	Indicator specifying whether codes entered in this window will be included or excluded, based on the value in the **Major** field in the Area Qualifiers window. Display only. • If the **Major** field value is *FEW,* the value in this field is *INCLUDE.* • If the **Major** field value is *ALL,* the value in this field is *EXLCUDE.*

Major Codes Block

Use this block to specify the major code(s) to be included or excluded for the record specified in the Display-Only block.

Fields	Descriptions
Major	Code of a major for which the area is qualified. Required. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List All Major Codes (STVMAJR)
Description	Description associated with the major code, automatically displayed when a valid value is entered in the **Major** field. Display only.

Area Concentration Codes to Include/Exclude Window

Use the Area Concentration Codes to Include/Exclude window to specify which concentration codes are to be either included or excluded in the area selected in the main window.

This window is accessed by selecting the lookup button next to the **Concentration** field in the Area Library Qualifiers window of SMAALIB, then selecting Include/Exclude Concentration Codes on the Option List. This option is available only if the value in the **Concentration** field is *ALL* or *FEW.* The **Concentration** field value also controls whether concentration codes entered on this window will be included or excluded, as indicated in the following table.

Concentration field value	Codes entered will be
ALL	excluded
FEW	included

This window is composed of the Display-Only block and the Concentration Codes block.

Display-Only Block

This block displays the record for which you are specifying concentration codes to be either included or excluded.

Fields	Descriptions
From Term	First term in which this set of qualifiers is in effect. Display only.
To Term	Last term in which this set of qualifiers is in effect. Display only.
Area	Code of the area for which qualifiers are being defined. Display only.
Description (untitled)	Description associated with the area code. Display only.
Include/Exclude	Indicator specifying whether codes entered in this window will be included or excluded, based on the value in the **Concentration** field in the Area Qualifiers window. Display only. • If the **Concentration** field value is *FEW,* the value in this field is *INCLUDE.* • If the **Concentration** field value is *ALL,* the value in this field is *EXLCUDE.*

Concentration Codes Block

Use this block to specify the concentration code(s) to be included or excluded for the record specified in the Display-Only block.

Fields	Descriptions
Concentrations	Code of a concentration for which the area is qualified. Required. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List All Concentration Codes (STVMAJR)
Description	Description associated with the concentration code, automatically displayed when a valid value is entered in the **Concentration** field. Display only.

Area Minor Codes to Include/Exclude Window

Use the Area Minor Codes to Include/Exclude window to specify which minor codes are to be either included or excluded in the area selected in the main window.

This window is accessed by selecting the lookup button next to the **Minor** field in the Area Library Qualifiers window of SMAALIB, then selecting Include/Exclude Minor Codes on the Option List. This option is available only if the value in the **Minor** field is *ALL* or *FEW*. The **Minor** field value also controls whether minor codes entered on this window will be included or excluded, as indicated in the following table.

Minor field value	Codes entered will be
ALL	excluded
FEW	included

This window is composed of the Display-Only block and the Minor Codes block.

Display-Only Block

This block displays the record for which you are specifying minor codes to be either included or excluded.

Fields	Descriptions
From Term	First term in which this set of qualifiers is in effect. Display only.
To Term	Last term in which this set of qualifiers is in effect. Display only.

Fields	Descriptions
Area	Code of the area for which qualifiers are being defined. Display only.
Description (untitled)	Description associated with the area code. Display only.
Include/Exclude	Indicator specifying whether codes entered in this window will be included or excluded, based on the value in the **Minor** field in the Area Qualifiers window. Display only. • If the **Minor** field value is *FEW,* the value in this field is *INCLUDE.* • If the **Minor** field value is *ALL,* the value in this field is *EXLCUDE.*

Minor Codes Block

Use this block to specify the minor code(s) to be included or excluded for the record specified in the Display-Only block.

Fields	Descriptions
Minor	Code of a minor for which the area is qualified. Required. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List All Minor Codes (STVMAJR)
Description	Description associated with the minor code, automatically displayed when a valid value is entered in the **Minor** field. Display only.

Area Attribute Codes to Include/Exclude Window

Use the Area Attribute Codes to Include/Exclude window to specify which student attribute codes are to be either included or excluded in the area selected in the main window.

This window is accessed by selecting the lookup button next to the **Student Attributes** field in the Area Library Qualifiers window of SMAALIB, then selecting Include/Exclude Attributes Codes on the Option List. This option is available only if the value in the **Student Attributes** field is *ALL* or *FEW.* The **Student Attributes** field value also controls whether student attribute codes entered on this window will be included or excluded, as indicated in the following table.

Student Attributes field value	Codes entered will be
ALL	excluded
FEW	included

This window is composed of the Display-Only block and the Attribute Codes block.

Display-Only Block

This block displays the record for which you are specifying attribute codes to be either included or excluded.

Fields	Descriptions
From Term	First term in which this set of qualifiers is in effect. Display only.
To Term	Last term in which this set of qualifiers is in effect. Display only.
Area	Code of the area for which qualifiers are being defined. Display only.
Description (untitled)	Description associated with the area code. Display only.
Include/Exclude	Indicator specifying whether codes entered in this window will be included or excluded, based on the value in the **Student Attributes** field in the Area Qualifiers window. Display only. • If the **Student Attributes** field value is *FEW,* the value in this field is *INCLUDE.* • If the **Student Attributes** field value is *ALL,* the value in this field is *EXLCUDE.*

Attribute Codes Block

Use this block to specify the attribute code(s) to be included or excluded for the record specified in the Display-Only block.

Fields	Descriptions
Attributes	Code of a student attribute for which the area is qualified. Required. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Student Attribute Validation (STVATTS)
Description	Description associated with the attribute code, automatically displayed when a valid value is entered in the **Attributes** field. Display only.

Area Requirements Form (SMAAREA)

Use the Area Requirements Form (SMAAREA) to define requirements at the area level. Area requirements include such items as:

- Minimum number of credits and/or courses
- Area minimum grade
- Default area reuse indicators

This form includes the following windows:

- "Main Window" on page 5-60
- "Default All Area Detail Information" on page 5-66
- "Default Area General Requirements Window" on page 5-68
- "Area Text Window" on page 5-68
- "Default Area Text Window" on page 5-69
- "Area Include/Exclude Course Levels Window" on page 5-70
- "Default Area Include/Exclude Course Levels Window" on page 5-72
- "Area Restricted Subjects/Attributes Window" on page 5-73
- "Default Area Restricted Subjects/Attributes Window" on page 5-75
- "Area Restricted Subject/Attribute Text Window" on page 5-76
- "Area Restricted Grades Window" on page 5-77
- "Default Area Restricted Grades Window" on page 5-79
- "Area Restricted Grade Text Window" on page 5-79
- "Area Course/Attribute Attachment Window" on page 5-80

- "Default Area Course/Attribute Attachment Window" on page 5-89
- "Area Include/Exclude Course Level in Requirement Window" on page 5-90
- "Area Course/Attribute Attachment Text Window" on page 5-93
- "Area Course/Attribute Exclusions Window" on page 5-94
- "Area Course/Attribute Attachment Rules Window" on page 5-98
- "Area Course/Attribute Attachment Rule Text Window" on page 5-109
- "Area Group Attachment Window" on page 5-109
- "Area Group Attachment Rules Window" on page 5-111
- "Area Group Attachment Rule Text Window" on page 5-114

Main Window

The main window is composed of the Key Block and the General Requirements block.

Key Block

Use this block to specify the area and term for which you want to enter or display area requirements.

Fields	Descriptions
Area	Code for the area. Required. If you enter an area code that is not defined on the Area Library Form (SMAALIB), the system displays a message with an option that opens SMAALIB so that the area can be added. When you enter a valid area code, the student level and course level associated with the area on SMAALIB are automatically displayed. Select the Search button for this field to display the Option List. (lookup) List — Area Library Form (SMAALIB) (lookup) Count Hits — Existing Area Inquiry Form (SMIAREA)
Description (untitled)	Description associated with the area code, automatically displayed when a valid value is entered in the **Area** field. Display only.

Fields	Descriptions
Term	Effective term for which area requirements are to be viewed or maintained. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List
Catalog	Code of the academic year with which the term is associated. Display only.
Student Level	Student level associated with the area. Display only.
Course Level	Course level associated with the area. Display only.

General Requirements Block

Use this block to enter or display general requirements for the area and term specified in the Key Block.

Fields	Descriptions
From Term	First term in which this set of area general requirements is in effect. Display only. If you are defining area general requirements for the first time, the value defaults to the term entered in the key block.
To Term	Last term in which this set of area general requirements is in effect. Display only. If you are defining area general requirements for the first time, the value defaults to term code *999999* (the end of time).
Active/Inactive	Radio button group to indicate whether the area is active or inactive for the term range. The default is *Inactive*. When an area is inactive, it cannot be used for compliance. If a user attempts to perform compliance for an inactive area, an error message is displayed.
Attached	Indicates whether groups or courses have been attached to the area. Display only.

Fields	Descriptions
Total Required Credits	Minimum total number of credits needed to satisfy the area's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Total Required Courses	Minimum total number of courses needed to satisfy the area's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.
Required Institutional Credits	Minimum number of credits that must be earned at your institution to satisfy the area's requirements.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Institutional Courses	Minimum number of courses that must be earned at your institution to satisfy the area's requirements.
Required Institutional Traditional Credits	Minimum number of credits earned at the institution with a traditional grade (as defined on the Grade Code Maintenance Form [SHAGRDE]) needed to satisfy the area's requirements.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)

Fields	Descriptions
Required Institutional Traditional Courses	Minimum number of credits/courses earned at the institution with a traditional grade (as defined on SHAGRDE) needed to satisfy the area's requirements.
Maximum Institutional Non-Traditional Credits	Maximum number of credits earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the area's requirements.
Connector None/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Maximum Institutional Non-Traditional Courses	Maximum number of courses earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the area's requirements.
Maximum Transfer Credits	Maximum number of transfer credits that can be used to satisfy the area's requirements.
Connector None/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Maximum Transfer Courses	Maximum number of transfer courses that can be used to satisfy the area's requirements.

Fields	Descriptions
Compliance Credits	Number of credits to be applied towards the program's minimum credit requirement for the area. Use this field to override the actual number of credits that would normally be accumulated by the area to the program. For example, you might need to define an area to use within a graduate program to verify that a student has completed specific undergraduate requirements. To satisfy the program, the student must complete the undergraduate work, but the undergraduate credits/courses (which are entered in the **Compliance Courses** field) do not accumulate toward the graduate program's minimum required credits/courses. To achieve this, you could define the undergraduate requirements as an area with zero compliance credits/courses, and then the work would not accumulate toward the program.
Compliance Courses	Number of courses to be applied towards the program's minimum course requirement for the area. Use this field to override the actual number of courses that would normally be accumulated by the area to the program. An example is provided in the description of the **Compliance Credits** field.
Minimum Course Grade	Code of the minimum grade that must be earned for the course to satisfy the area's requirements. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Minimum Area GPA	Lowest acceptable area GPA a student can have to satisfy the area's requirements. This is calculated from the grades received in native-level courses used to satisfy the requirements of the area.
Default Within Indicator	Checkbox used to indicate whether the same course can be used to satisfy more than one detail requirement within the area.

Fields	Descriptions
Default Course Reuse	Default course reuse rule to be used by compliance. If a different reuse rule has been designated for a program to which this area is attached, the program-level rule overrides the area-level rule. Values in the pull-down list are *None*, *In*, *Out*, and *Both*. *None* is the default. See the "Reuse" on page 2-2 for more information about reuse in CAPP.
Default Attribute Reuse	Default attribute reuse rule to be used by compliance. If a different reuse rule has been designated for a program to which this area is attached, the program-level rule overrides the area-level rule. Values in the pull-down list are *None*, *In*, *Out*, and *Both*. *None* is the default.
Default Priority	Default priority for the area when the area is attached to a program. If the area is dynamic and is not attached to a non-captive program, the default priority specifies the order in which the area is processed by compliance, unless dynamic area overrides are defined for the program.
Default Year Limit	Number of years old a course can be to satisfy the area's requirements. When a compliance request is processed, the evaluation term entered for the compliance request is used in conjunction with this field to determine how far back to go in a student's academic history to retrieve valid courses. CAPP checks the earliest term in the furthest year of the course year limit you set. *Example:* The course year limit is five, and the user enters an evaluation term of 200620. When processing the request, CAPP considers courses back to 200110, which is the first term in the academic year five years back from 2006.

More buttons in the main window

Mouse	*Keyboard*	*Result*
Copy	Duplicate Record	Copies general requirements from a prior term range to a new effective term range

Default All Area Detail Information

Use the Default all Area Detail Information window to copy an existing area's requirements to the area specified in the Key Block of the main window.

Note: The new area must first be defined on the Area Library Form (SMAALIB) and cannot have any requirements defined for it.

Fields	**Descriptions**
Default From Area	Area from which to copy details. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA). (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)
Description (untitled)	Description associated with the area code, automatically displayed when a valid value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy area details. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)
General Requirements	Checkbox used to indicate whether general requirements exist for the area/term being copied. If you do not want to copy general requirements to the area, clear this checkbox.

Fields	Descriptions
Area Text	Checkbox used to indicate whether area text exists for the area/term being copied. If you do not want to copy area text to the area, clear this checkbox.
Additional Levels	Checkbox used to indicate whether additional levels exist for the area/term being copied. If you do not want to copy additional levels to the area, clear this checkbox.
Restricted Subjects and Attributes	Checkbox used to indicate whether restricted subjects and attributes exist for the area/term being copied. If you do not want to copy restricted subjects and attributes to the area, clear this checkbox.
Restricted Grades	Checkbox used to indicate whether restricted grades exist for the area/term being copied. If you do not want to copy restricted grades to the area, clear this checkbox.
Group Attachment	Checkbox used to indicate whether group attachments exist for the area/term being copied. If you do not want to copy group attachments to the area, clear this checkbox.
Course Attachment	Checkbox used to indicate whether course attachments exist for the area/term being copied. If you do not want to copy course attachments to the area, clear this checkbox.

More buttons in the Default all Area Detail Information window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies detail requirements to the area

Default Area General Requirements Window

Use the Default Area General Requirements window to copy an existing area's general requirements to the area specified in the Key Block of the main window.
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Fields	Descriptions
Default From Area	Area from which to copy general requirements. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA). (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)
Description (untitled)	Description associated with the area code, automatically displayed when a valid value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy general requirements. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)

More buttons in the Default Area General Requirements window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies general requirements to the area

Area Text Window

Use the Area Text window to enter or display text that describes the area specified in the Key Block of the main window and to indicate a print code that specifies how the text is used in compliance output.

Fields	Descriptions
From Term	First term in which this text is in effect. Display only.
To Term	Last term in which this text is in effect. Display only.

Fields	Descriptions
Text	Text associated with the area. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)

More buttons in the Area Text window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies text from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the key block to the **To Term** field

Default Area Text Window

Use the Default Area Text window to copy an existing area's text to the area specified in the Key Block of the main window.

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Fields	Descriptions
Default From Area	Area from which to copy area text. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA). (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)

Fields	Descriptions
Description (untitled)	Description associated with the area code, automatically displayed when a valid value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy area text. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List — Catalog Term Codes List (lookup) Count Hits — Existing Area Inquiry Form (SMIAREA)

More buttons in the Default Area Text window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies text to the area

Area Include/Exclude Course Levels Window

Use the Area Include/Exclude Course Levels window to enter or display which course level inclusions or exclusions for the area specified in the Key Block of the main window. CAPP uses these instructions during compliance to determine which levels to use (other than courses taken at the native course level of the area) to satisfy the area requirements.

For included levels, you can also define:

- A minimum grade
- Maximum credits and/or maximum number of courses

Courses at excluded levels are not considered toward satisfying an area's requirements. Courses at included levels can satisfy area requirements and count toward the area's minimum credit requirements, but they are not used to calculate grade point averages within the area.

Fields	Descriptions
From Term	First term in which this set of inclusions/exclusions is in effect. Display only.
To Term	Last term in which this set of inclusions/exclusions is in effect. Display only.

Fields	Descriptions
Include/Exclude	Radio button group to specify whether the course level is to be included or excluded. Required.
Level	Code of the course level to be included or excluded.Required. Select the Search button for this field to display the Level Code Validation (STVLEVL) list. (lookup) List Level Code Validation (STVLEVL)
Description (untitled)	Description associated with the level code, automatically displayed when a valid value is entered in the **Level** field. Display only.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the area's requirements. If the course level is being excluded, this field is unavailable. Select the Search button for this field to display the Level Code Validation (STVLEVL) list. (lookup) List Grade Code Maintenance Form (SHAGRDE)
Maximum Credits	Maximum number of credits from an included course level that can be used to satisfy area requirements.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Maximum Courses	Maximum number of courses from an included course level that can be used to satisfy area requirements.

More buttons in the Area Include/Exclude Course Levels window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies additional course levels from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the key block to the **To Term** field

Default Area Include/Exclude Course Levels Window

Use the Default Area Include/Exclude Course Levels window to copy an existing area's included/excluded course levels to the area specified in the Key Block of the main window.

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Fields	**Descriptions**		
Default From Area	Area from which to copy included/excluded course levels. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA).		
	(lookup)	Count Hits	Existing Area Inquiry Form (SMIAREA)
Description (untitled)	Description associated with the area code, automatically displayed when a valid value is entered in the **Default From Area** field. Display only.		
Area Rules Term	Term from which to copy included/excluded course levels. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Area Inquiry Form (SMIAREA)

More buttons in the Default Area Include/Exclude Course Levels window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies additional course levels to the area

Area Restricted Subjects/Attributes Window

Use the Area Restricted Subjects/Attributes window to enter or display subject or attribute restrictions for the area specified in the Key Block of the main window. These restrictions prevent the specified subjects or attributes from being used to satisfy area requirements. Restrictions can be absolute (that is, none of the subjects or attributes can be used), or you can limit the number of subjects and/or attributes that can be used.

A restriction must include at least one of the fields. If more than one restriction is specified (for example, **Subject**, **Course Number Low**, and **Course Attribute**), a course is restricted only if it meets all of the criteria.

Fields	Descriptions
From Term	First term in which this set of restrictions is in effect. Display only.
To Term	Last term in which this set of restrictions is in effect. Display only.
Campus	Code of the campus associated with the restriction. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Campus Validation (STVCAMP)
College	Code of the college associated with the restriction. Select the Search button for this field to display the College Validation (STVCOLL) list. (lookup) List College Validation (STVCOLL)
Department	Code of the department associated with the restriction. Select the Search button for this field to display the Department Validation (STVDEPT) list. (lookup) List Department Validation (STVDEPT)
Subject	Code of the subject associated with the restriction. Select the Search button for this field to display the Subject Validation (STVSUBJ) list. (lookup) List Subject Validation (STVSUBJ)

Fields	Descriptions
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Course Number High	Highest number in a range of restricted courses. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Attribute	Code of the course attribute associated with the restriction. Select the Search button for this field to display the Degree Program Attribute Validation (STVATTR) list. (lookup) List Degree Program Attribute Validation (STVATTR)
Maximum Credits	Maximum number of credits that can be taken within the restriction.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Maximum Courses	Maximum number of courses that can be taken within the restriction.
More Text	Checkbox used to indicate whether text has been associated with the selected restriction. Display only. (lookup) Edit Area Restricted Subject/ Attribute Text window

More buttons in the Area Restricted Subjects/Attributes window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies restricted subjects/attributes from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the key block to the **To Term** field
Comments	Edit	Opens the Area Restricted Subject/ Attribute Text window

Default Area Restricted Subjects/Attributes Window

Use the Default Area Restricted Subjects/Attributes window to copy an existing area's restricted subjects and attributes to the area specified in the Key Block of the main window.

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Fields	**Descriptions**		
Default From Area	Area from which to copy restricted subjects and attributes. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA).		
	(lookup)	Count Hits	Existing Area Inquiry Form (SMIAREA)
Description (untitled)	Description associated with the area code, automatically displayed when a valid value is entered in the **Default From Area** field. Display only.		
Area Rules Term	Term from which to copy restricted subjects and attributes. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Area Inquiry Form (SMIAREA)

More buttons in the Default Area Restricted Subjects/Attributes window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies restricted subjects/attributes to the area

Area Restricted Subject/Attribute Text Window

Use the Area Restricted Subject/Attribute Text window to enter or display descriptive information about the restriction selected in the Area Restricted Subjects/Attributes window.

This window is composed of the Display-Only block and the Information/Entry block.

Display-Only Block

This block displays details about the record for which text is being entered.

Fields	Descriptions
From Term	First term in which this restriction is in effect.
To Term	Last term in which this restriction is in effect.
Campus	Code of the campus associated with the restriction.
College	Code of the college associated with the restriction.
Department	Code of the department associated with the restriction.
Subject	Code of the subject associated with the restriction.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses.
Course Number High	Highest number in a range of restricted courses.
Course Attribute	Code of the attribute associated with the restriction.

Information/Entry Block

Use this block to enter text for the record displayed in the Display-Only block.

Fields	Descriptions
Text	Text associated with the restriction. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)

Area Restricted Grades Window

Use the Area Restricted Grades window to define acceptable grades for the area specified in the Key Block of the main window.

Grade restrictions defined in this window apply only to those grade codes that have the same course level defined the Grade Code Maintenance Form (SHAGRDE) as the native course level for the area. Also, restrictions defined in this window apply only to the specific grade codes being restricted. The restrictions are not applied to grade codes that have a lower numeric value.

Fields	Descriptions
From Term	First term in which this set of restrictions is in effect. Display only.
To Term	Last term in which this set of restrictions is in effect. Display only.

Fields	Descriptions
Grade	Code of the grade associated with this restriction. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Maximum Credits	Maximum number of credits with the restricted grade that can be used to satisfy area requirements.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Maximum Courses	Maximum number of courses with the restricted grade that can be used to satisfy area requirements.
More Text	Checkbox used to indicate whether text has been associated with the selected grade restriction. Display only. (lookup) Edit Area Restricted Grade Text window

More buttons in the Area Restricted Grades Window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies restricted grades from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the key block to the **To Term** field
Comments	Edit	Opens the Area Restricted Grade Text window

Default Area Restricted Grades Window

Use the Default Area Restricted Grades window to copy an existing area's restricted grades to the area specified in the Key Block of the main window.

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Fields	Descriptions		
Default From Area	Area from which to copy restricted grades. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA).		
	(lookup)	Count Hits	Existing Area Inquiry Form (SMIAREA)
Description (untitled)	Description associated with the area code, automatically displayed when a valid value is entered in the **Default From Area** field. Display only.		
Area Rules Term	Term from which to copy restricted grades. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Area Inquiry Form (SMIAREA)

More buttons in the Default Area Restricted Grades window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies restricted grades to the area

Area Restricted Grade Text Window

Use the Area Restricted Grade Text window to enter or display descriptive comments for the grade restriction selected in the Area Restricted Grades window.

This window is composed of the Display-Only block and the Information/Entry block.

Display-Only Block

This block displays details about the record for which text is being entered.

Fields	Descriptions
From Term	First term in which this restriction is in effect.
Restricted Grade	Code of the restricted grade associated with this text.
To Term	Last term in which this restriction is in effect.

Information/Entry Block

Use this block to enter text for the record displayed in the Display-Only block.

Fields	Descriptions
Text	Text associated with the grade restriction. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)

Area Course/Attribute Attachment Window

Use the Area Course/Attribute Attachment window to enter or display course/attribute detail attachment to the area specified in the Key Block of the main window. You can attach either groups or course/attribute detail requirements to an area, but not both. If a group has been attached to an area, the Area Course/Attribute Attachment window cannot be accessed for the area.

Fields	Descriptions
From Term	First term in which this set of attachments is in effect. Display only.
To Term	Last term in which this set of attachments is in effect. Display only.
Data Exists Indicator (untitled)	Indicator for whether data exists for the row. If so, an asterisk (*) is displayed in this field. Display only.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. The value can be alphanumeric, but must begin with an alpha character. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	User-defined identifier for the rule for this requirement, if applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area. See the "Rules" on page 2-13 for more information about rules. Select the Search button for this field to display the Course/Attribute Attachment Rules window. (lookup) Edit Course/Attribute Attachment Rules window
Subject	Code of the subject associated with the required course. Select the Search button for this field to display the Subject Validation (STVSUBJ) list. (lookup) List Subject Validation (STVSUBJ)

Fields	Descriptions
Course Number Low	Course number that, when combined with the subject code, is a specifically required course, or the lowest number in a range of courses that can satisfy this requirement. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Course Number High	Highest number in a range of courses that can satisfy this requirement. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses
Use Catalog	Checkbox used to indicate whether the system should use only those courses within the range specified in the **Course Number Low** and **Course Number High** fields that are defined in your course catalog. If this checkbox is cleared, compliance attempts to meet this requirement using any course the student has completed (e.g., academic history or transfer), is in-progress, or has planned.
Course Attribute	Code of the course attribute associated with this requirement, if applicable. You can define a requirement as a single course attribute, so that any course with the attribute satisfies the requirement, or as a combination of values, so that a course must meet all of the specifications to satisfy the requirement. Select the Search button for this field to display the Degree Program Attribute Validation (STVATTR) list. (lookup) List Degree Program Attribute Validation (STVATTR)

Fields	Descriptions
Student Attribute	Code of the student attribute associated with this requirement, if applicable. If a requirement is for a student attribute, the only other values for the requirement that can be definedare: • **Set** • **Subset** • **Compliance Credits** • **Compliance Courses** Select the Search button for this field to display the Student Attribute Validation (STVATTS) list. (lookup) List Student Attribute Validation (STVATTS)
Year Rule	Number of years within which the course must be taken to satisfy this requirement. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.
Minimum Grade	Minimum grade earned for the course to satisfy this requirement. **Note:** The restriction applies only to grade codes with levels that match the native course level for the area. Minimum grades can also be defined at the program, area, or group level. If a minimum grade is already in effect at a higher level, you can be more restrictive for the detail requirement, but you cannot be less restrictive at a lower level. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Credits per Course Minimum	Minimum number of credits earned for the course to satisfy this requirement.

Fields	Descriptions
Credits per Course Maximum	Maximum number of credits for the course to satisfy this requirement.
Use Split Courses	Checkbox used to indicate whether the remaining number of credits from a course that was partially used to satisfy another requirement can be used to satisfy this one. Course credits are split only when a requirement or restriction has a maximum number of credits.The **Maximum Credits** field controls whether a course will be split if it has more credits than are required to satisfy a requirement or would cause a restriction to be exceeded. *Example:* A student who is an English major has taken ENGL 1050 (a literature course [attribute = *LIT*] that can be taken for variable credits based on the amount of outside reading) for 4 credits. The English major requires exactly 3 credits in ENGL 1050 (required minimum credits = *3* and required maximum credits = *3*), and also requires at least 6 credits in literature courses (attribute = *LIT*). If the literature attribute requirement allows split courses to be used, the remaining 1 credit from ENGL 1050 would be applied to the attribute requirement.
Required Credits	Minimum number of credits required to satisfy this requirement.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits** field or the **Required Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Required Courses	The minimum number of courses required in order to satisfy this requirement.

Fields	Descriptions
Maximum Credits	Maximum number of credits from a course or group of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Courses	Maximum number of courses that can be used to satisfy this requirement.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken to satisfy this requirement. If a value is entered, it must be equal to or greater than the start term. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Use Transfer Courses	Checkbox used to indicate whether transfer work can be used to satisfy this requirement.

Fields	Descriptions
Maximum Transfer Credits	Maximum number of transfer credits from a course or group of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Transfer Credits** field or the **Maximum Transfer Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Transfer Courses	Maximum number of transfer courses that can be used to satisfy this requirement.
Count in GPA	Checkbox used to indicate whether work used to satisfy this requirement should be used in GPA calculations.
Compliance Credits	Number of credits that can accumulate toward area and program general requirements after this requirements is satisfied. The value can be higher or lower than the actual number of credits used.

Fields	Descriptions
Compliance Courses	Number of courses that can accumulate toward area and program general requirements after this requirements is satisfied. The value can be higher or lower than the actual number of courses used. When compliance credits/courses are specified, the detail requirements are processed normally, but the compliance credits/courses are used *instead of* the actual credits/courses. Compliance credits/courses are used only in the calculation of group, area, or program total required credits/courses. *Example:* You require that a student take at least two physical education courses, but the physical education credits do not accumulate toward the requirements for the degree. You define the requirement to include the courses that satisfy the requirement, but set compliance credits and courses to *0*.
Concurrent Enrollment Allowed	Checkbox used to indicate whether concurrent enrollment is allowed to meet this requirement. This indicator applies only to requirements that are used in prerequisite checking. When the checkbox is cleared, the prerequisite course must be taken in a term earlier than the one in which registration is attempted. When the checkbox is selected, the prerequisite course can be taken in an earlier term or the same term as the one in which registration is attempted.

Fields	Descriptions
Test	Code of the test type associated with this requirement. This field is used to specify that the requirement can be satisfied with a satisfactory test score. If a test requirement is entered, the only other values for the requirement that can be definedare: • **Set** (optional) • **Subset** (optional) • **Test Score Minimum** (required) • **Test Score Maximum** (required) Select the Search button for this field to display the Test Code Validation (STVTESC) list. (lookup) List Test Code Validation (STVTESC)
Test Score Minimum	Minimum test score that can satisfy this requirement. Required if a value is entered in the **Test** field. The value entered must fall within the valid range of scores for the test type defined on STVTESC.
Test Score Maximum	Maximum test score that can satisfy this requirement. Required if a value is entered in the **Test** field. The value entered must be greater than the value entered in the **Test Score Minimum** field and must fall within the valid range of scores for the test type defined on STVTESC.
Campus	Code of the campus associated with this requirement, if the course must be taken on a specific campus to satisfy the requirement. Course campus is associated only with institutional work, not transfer work. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Campus Validation (STVCAMP)

Fields	Descriptions
College	Code of the campus associated with this requirement, if the course must be taken at a specific college to satisfy the requirement. Course college is associated only with institutional work, not transfer work. Select the Search button for this field to display the College Validation (STVCOLL) list. (lookup) List College Validation (STVCOLL)
Department	Code of the department associated with this requirement, if the course must be taken within a specific department to satisfy the requirement. Course department is associated only with institutional work, not transfer work. Select the Search button for this field to display the Department Validation (STVDEPT) list. (lookup) List Department Validation (STVDEPT)

More buttons in the Area Course/Attribute Attachment window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies attachments from a prior term range to a new effective term range
Maintenance	Duplicate Field	Copies the term code in the key block to the **To Term** field

Default Area Course/Attribute Attachment Window

Use the Default Area Course/Attribute Attachment window to copy an existing area's course attachments to the area specified in the Key Block of the main window.
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Fields	Descriptions
Default From Area	Area from which to copy course attachments. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA). (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)

Fields	Descriptions
Description (untitled)	Description associated with the area code, automatically displayed when a valid value is entered in the **Default From Area** field. Display only.
Area Rule Term	Term from which to copy course attachments. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)

More buttons in the Default Area Course/Attribute Attachment window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies attachments to the area

Area Include/Exclude Course Level in Requirement Window

Use the Area Include/Exclude Course Level in Requirement window to enter or display course level inclusions/exclusions that apply to a specific requirement for the area specified in the Key Block of the main window. Detail requirements are already controlled by any level inclusions/exclusions defined at the program or area level. You can be more restrictive than at a higher level, but you cannot override additional level rules defined at a higher level.

This window is composed of the Display-Only block and the Information/Entry block.

Display-Only Block

This block displays details about the record for which levels are being included or excluded.

Fields	Descriptions
From Term	First term in which this set of additional levels is in effect.
To Term	Last term in which this set of additional levels is in effect.

Fields	Descriptions
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Attribute Course	Code of the course attribute associated with the requirement, if any.
Attribute Student	Code of the student attribute associated with the requirement, if any.

Information/Entry Block

Use this block to include or exclude levels for the record displayed in the Display-Only block.

Fields	Descriptions
Include/Exclude	Radio button group to specify whether the course level is to be included or excluded.

Fields	Descriptions
Level	Code of the level to be included or excluded. Required. Select the Search button for this field to display the Level Code Validation (STVLEVL) list. (lookup) List Level Code Validation (STVLEVL)
Description (untitled)	Description associated with the level code, automatically displayed when a valid value is entered in the **Level** field. Display only.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the requirement. If the course level is being excluded, this field is unavailable. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Maximum Credits	Maximum number of credits that can be considered from an included level.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Maximum Courses	Maximum number of courses that can be considered from an included level.

Area Course/Attribute Attachment Text Window

Use the Area Course/Attribute Attachment Text window to enter or display text for a detail attachment.

This window is composed of the Display-Only block and the Information/Entry block.

Display-Only Block

This block displays details about the record for which text is being entered.

Fields	Descriptions
From Term	First term in which this set of additional levels is in effect.
To Term	Last term in which this set of additional levels is in effect.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Attribute Course	Code of the course attribute associated with the requirement, if any.

Fields	Descriptions
Attribute Student	Code of the student attribute associated with the requirement, if any.

Information/Entry Block

Use this block to enter text for the record displayed in the Display-Only block.

Fields	Descriptions
Text	Text associated with the detail requirement. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)

Area Course/Attribute Exclusions Window

Use the Area Course/Attribute Exclusions window to enter or display exclude course or attribute exclusions from a detail requirement.

For example, if you have specified that a range of courses is included but need to exclude two courses within that range, you use this window to define the exclusions.

This window is composed of the Display-Only block and the Information/Entry block.

Display-Only Block

This block displays details about the record for which courses or attributes are being excluded.

Fields	Descriptions
From Term	First term in which this set of exclusions is in effect.
To Term	Last term in which this set of exclusions is in effect.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Attribute Course	Code of the course attribute associated with the requirement, if any.
Attribute Student	Code of the student attribute associated with the requirement, if any.

Information/Entry Block

Use this block to exclude courses or attributes for the record displayed in the Display-Only block.

Fields	Descriptions
Set	User-defined identifier for the set to which this requirement belongs, if applicable. Display only. See “Sets and Subsets” on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. Display only.

Fields	Descriptions
Campus	Campus code associated with the course(s) the being excluded, indicating that the detail requirement cannot be satisfied by a course taken on the specified campus. Course campus is associated only with institutional work, not transfer work. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Campus Validation (STVCAMP)
College	College code associated with the course(s) the being excluded, indicating that the detail requirement cannot be satisfied by a course offered by the specified college. Course college is associated only with institutional work, not transfer work. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Campus Validation (STVCAMP)
Department	Department code associated with the course(s) the being excluded, indicating that the detail requirement cannot be satisfied by a course offered by the specified department. Course department is associated only with institutional work, not transfer work. Select the Search button for this field to display the Department Validation (STVDEPT) list. (lookup) List Department Validation (STVDEPT)
Subject	Code of the subject being excluded from satisfying the detail requirement. Select the Search button for this field to display the Subject Validation (STVSUBJ) list. (lookup) List Subject Validation (STVSUBJ)

Fields	Descriptions
Course Number Low	Course number that is being excluded, or the lowest number in a range of excluded courses. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Course Number High	Highest number in a range of excluded courses. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Attribute Course	Code of the course attribute excluded from satisfying the detail requirement. You can define a requirement as a single course attribute, so that any course with the attribute is excluded, or as a combination of values, so that a course must meet all of the specifications to be excluded. Select the Search button for this field to display the Degree Program Attribute Validation (STVATTR) list. (lookup) List Degree Program Attribute Validation (STVATTR)
Attribute Student	Code of the student attribute excluded from satisfying the detail requirement. If a requirement is for a student attribute, no other exclusions can be defined for this row. Select the Search button for this field to display the Student Attribute Validation (STVATTS) list. (lookup) List Student Attribute Validation (STVATTS)
Must Take In or After Term	Earliest term in which a course can be taken for this exclusion to apply. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)

Fields	Descriptions
Must Take Before Term	Last term in which a course can be taken for this exclusion to apply. If a value is entered, it must be equal to or greater than the start term. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)

Area Course/Attribute Attachment Rules Window

Use the Area Course/Attribute Attachment Rules window if you need to define very complicated requirements that cannot be easily configured using Boolean logic.

Attachment rules use the same variables as other attachments, but add the concept of *conditions*. Rules allow you to specify the number of conditions that must be satisfied and also allow you to place requirements and restrictions on conditions.

After you define the number of conditions in the upper portion of the window, you must save your changes before you can define the conditions in the lower portion of the window.

This window is composed of the Rule Umbrella block and the Rule Detail block.

Rule Umbrella Block

Use this block to define the rule umbrella for the rule selected in the Area Course/Attribute Attachment window.

Fields	Descriptions
From Term	First term in which this rule is in effect. Display only.
To Term	Last term in which this rule is in effect. Display only.
Rule	Rule code entered in **Rule** field in the Area Course/Attribute Attachment window. Display only.
Description	Description of the rule. Required.

Fields	Descriptions
Rule Text	Checkbox used to indicate whether text has been associated with this rule. Use the button to access the Detail Area Rule Text window.
Required Number of Conditions	Number of conditions required for this rule.
Required Credits Per Condition	Number of required credits for each condition, if appropriate.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits Per Condition** field or the **Required Courses Per Condition** field, or both. Use the **Connector** radio button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Courses Per Condition	Number of required courses for each condition.
Maximum Credits Per Condition	Maximum number of credits that can be used per condition.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits Per Condition** field or the **Maximum Courses Per Condition** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Courses Per Condition	Maximum number of courses that can be used per condition.

Fields	Descriptions
Total Required Credits	Total number of credits required by the entire rule.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Total Required Credits** field or the **Total Required Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Total Required Courses	Total number of courses required by the entire rule.
Total Maximum Credits	Maximum number of credits which may be used by the entire rule.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Total Maximum Credits** field or the **Total Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Total Maximum Courses	Maximum number of courses that can be used by the entire rule.

Rule Detail Block

Use this block to define the detail for the rule umbrella.

Fields	Descriptions
Data Exists Indicator (untitled)	Indicator for whether data exists for the row. If so, an asterisk (*) is displayed in this field. Display only.

Fields	Descriptions
Condition	Condition defined on this row. Display only. The system determines conditions based on the way in which you define the detail lines. For example, all entries using the same set will have a single condition number, because all are part of one condition. Review the condition indicators to determine whether you have defined the detail requirements correctly and to understand how compliance interprets the required number of conditions specified in your rule umbrella.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. The value can be alphanumeric, but must begin with an alpha character. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	User-defined identifier for the rule for this requirement, if applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area. See the "Rules" on page 2-13 for more information about rules. Select the Search button for this field to display the Course/ Attribute Attachment Rules window. (lookup) Edit Course/Attribute Attachment Rules window
Subject	Code of the subject associated with the required course. Select the Search button for this field to display the Subject Validation (STVSUBJ) list. (lookup) List Subject Validation (STVSUBJ)

Fields	Descriptions
Course Number Low	Course number that, when combined with the subject code, is a specifically required course, or the lowest number in a range of courses that can satisfy the requirement. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Course Number High	Highest number in a range of courses that can satisfy the requirement. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Use Catalog	Checkbox used to indicate whether the system should use only those courses within the range specified in the **Course Number Low** and **Course Number High** fields that are defined in your course catalog. If this checkbox is cleared, compliance attempts to meet this requirement using any course the student has completed (e.g., academic history or transfer), is in-progress, or has planned.
Course Attribute	Code of the course attribute associated with this requirement, if applicable. You can define a requirement as a single course attribute, so that any course with the attribute satisfies the requirement, or as a combination of values, so that a course must meet all of the specifications to satisfy the requirement. Select the Search button for this field to display the Degree Program Attribute Validation (STVATTR) list. (lookup) List Degree Program Attribute Validation (STVATTR)

Fields	Descriptions
Student Attribute	Code of the student attribute associated with this requirement, if applicable. If a requirement is for a student attribute, the only other values for the requirement that can be definedare: • **Set** • **Subset** • **Compliance Credits** • **Compliance Courses** Select the Search button for this field to display the Student Attribute Validation (STVATTS) list. (lookup) List Student Attribute Validation (STVATTS)
Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.
Minimum Grade	Minimum grade earned for the course that can satisfy the requirement. **Note:** The restriction applies only to grade codes with levels that match the native course level for the area. Minimum grades can also be defined at the program, area, or group level. If a minimum grade is already in effect at a higher level, you can be more restrictive for the detail requirement, but you cannot be less restrictive at a lower level. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Minimum Credits Per Course	Minimum number of credits earned for the course to satisfy the requirement.

Fields	Descriptions
Maximum Credits Per Course	Maximum number of credits for the course to satisfy the requirement.
Use Split Courses	Checkbox used to indicate whether the remaining number of credits from a course that was partially used to satisfy another requirement can be used to satisfy this one. Course credits are split only when a requirement or restriction has a maximum number of credits.The **Maximum Credits** field controls whether a course will be split if it has more credits than are required to satisfy a requirement or would cause a restriction to be exceeded. *Example:* A student who is an English major has taken ENGL 1050 (a literature course [attribute = *LIT*] that can be taken for variable credits based on the amount of outside reading) for 4 credits. The English major requires exactly 3 credits in ENGL 1050 (required minimum credits = *3* and required maximum credits = *3*), and also requires at least 6 credits in literature courses (attribute = *LIT*). If the literature attribute requirement allows split courses to be used, the remaining 1 credit from ENGL 1050 would be applied to the attribute requirement.
Required Credits	Minimum number of credits required to satisfy the requirement.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits** field or the **Required Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Courses	The minimum number of courses required in order to satisfy this requirement. Optional.

Fields	Descriptions
Maximum Credits	Maximum number of credits from a course or group of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Courses	Maximum number of courses that can be used to satisfy this requirement.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken to satisfy this requirement. If a value is entered, it must be equal to or greater than the start term. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Count in GPA	Checkbox used to indicate whether work used to satisfy this requirement should be used in GPA calculations.
Use Transfer Courses	Checkbox used to indicate whether transfer work can be used to satisfy this requirement.

Fields	Descriptions
Transfer Credits	Maximum number of transfer credits from a course or group of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Transfer Credits** field or the **Transfer Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Transfer Courses	Maximum number of transfer courses that can be used to satisfy this requirement.
Concurrent Enrollment Allowed	Checkbox used to indicate whether concurrent enrollment is allowed to meet the requirement. This indicator applies only to requirements that are used in prerequisite checking. When the checkbox is cleared, the prerequisite course must be taken in a term earlier than the one in which registration is attempted. When the checkbox is selected, the prerequisite course can be taken in an earlier term or the same term as the one in which registration is attempted.
Compliance Credits	Number of credits that can accumulate toward area and program general requirements after this requirements is satisfied. The value can be higher or lower than the actual number of credits used.

Fields	Descriptions
Compliance Courses	Number of courses that can accumulate toward area and program general requirements after this requirements is satisfied. The value can be higher or lower than the actual number of courses used. When compliance credits/courses are specified, the detail requirements are processed normally, but the compliance credits/courses are used *instead of* the actual credits/courses. Compliance credits/courses are used only in the calculation of group, area, or program total required credits/courses. *Example:* You require that a student take at least two physical education courses, but the physical education credits do not accumulate toward the requirements for the degree. You define the requirement to include the courses that satisfy the requirement, but set compliance credits and courses to *0*.
Test	Code of the test type associated with the requirement. This field is used to specify that the requirement can be satisfied with a satisfactory test score. If a test requirement is entered, the only other values for the requirement that can be definedare: • **Set** (optional) • **Subset** (optional) • **Test Score Minimum** (required) • **Test Score Maximum** (required) Select the Search button for this field to display the Test Code Validation (STVTESC) list. (lookup) List Test Code Validation (STVTESC)
Test Score Minimum	Minimum test score that can satisfy the requirement. Required if a value is entered in the **Test** field. The value entered must fall within the valid range of scores for the test type defined on STVTESC.

Fields	Descriptions
Test Score Maximum	Maximum test score that can satisfy the requirement. Required if a value is entered in the **Test** field. The value entered must be greater than the value entered in the **Test Score Minimum** field and must fall within the valid range of scores for the test type defined on STVTESC.
Campus	Code of the campus associated with the requirement, if the course must be taken on a specific campus to satisfy the requirement. Course campus is associated only with institutional work, not transfer work. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Campus Validation (STVCAMP)
College	Code of the campus associated with the requirement, if the course must be taken at a specific college to satisfy the requirement. Course college is associated only with institutional work, not transfer work. Select the Search button for this field to display the College Validation (STVCOLL) list. (lookup) List College Validation (STVCOLL)
Department	Code of the department associated with the requirement, if the course must be taken within a specific department to satisfy the requirement. Course department is associated only with institutional work, not transfer work. Select the Search button for this field to display the Department Validation (STVDEPT) list. (lookup) List Department Validation (STVDEPT)

Area Course/Attribute Attachment Rule Text Window

Use the Area Course/Attribute Attachment Rule Text window to enter text for the course attachment rule.

Fields	Descriptions
Text	Text associated with the course attachment rule. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)

Area Group Attachment Window

Use the Area Group Attachment window to attach groups to the area specified in the Key Block of the main window. You can attach either groups or course/attribute detail requirements to an area, but not both. If course/attribute detail requirements have been attached to an area, the Area Group Attachment window cannot be accessed for the area.

Fields	Descriptions
From Term	First term in which this set of group attachments is in effect. Display only.
To Term	Last term in which this set of group attachments is in effect. Display only.

Fields	Descriptions
Set	User-defined identifier for the set to which this requirement belongs, if applicable. The value can be alphanumeric, but must begin with an alpha character. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	User-defined identifier for the rule for this requirement, if applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area. See the "Rules" on page 2-13 for more information about rules. Select the Search button for this field to display the Area/Group Attachment Rules window. (lookup) Edit Area/Group Attachment Rules window
Group	Code of the group being attached. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP). (lookup) List Existing Group Inquiry Form (SMIGROP)
Course Re-Use	Specify the reuse rules for courses within the group. Valid options are *None*, *In*, *Out* and *Both*. *None* is the default. See the "Reuse" on page 2-2 for more information about reuse in CAPP.
Attribute Re-Use	Specify the reuse rules for course attributes within the group. Valid options are *None*, *In*, *Out* and *Both*. *None* is the default.

Fields	Descriptions
Within Indicator	Checkbox used to indicate whether within reuse is allowed. When this checkbox is selected, different components of the same course (for example, the course itself and one of the course's attributes) can both be used within the same group.
Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.

More buttons in the Area Group Attachment window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies group attachments from a prior term range to a new effective term range
Maintenance	Duplicate Field	Copies the term code in the key block to the **To Term** field

Area Group Attachment Rules Window

Use the Area Group Attachment Rules window if you need to define very complicated requirements that cannot be easily configured using Boolean logic.

Attachment rules use the same variables as other attachments, but add the concept of *conditions*. Rules allow you to specify the number of conditions that must be satisfied and also allow you to place requirements and restrictions on conditions.

After you define the number of conditions in the upper portion of the window, you must save your changes before you can define the conditions in the lower portion of the window.

This window is composed of the Rule Umbrella block and the Rule Detail block.

Rule Umbrella Block

Use this block to define the rule umbrella for the rule selected in the Area Group Attachment window.

Fields	Descriptions
From Term	First term in which this rule is in effect. Display only.
To Term	Last term in which this rule is in effect. Display only.
Rule	Set based on the rule code entered in the Area Group Attachment window. Display only.
Description	Description of the rule. Required.
Rule Text Indicator	Checkbox used to indicate whether text has been associated with this rule. Use the button to access the Area Group Attachment Rule Text window.
Required Number of Conditions	Number of conditions required for this rule.

Rule Detail Block

Use this block to define the detail for the rule umbrella.

Fields	Descriptions
Condition	Condition defined on this row. Display only. The system determines conditions based on the way in which you define the detail lines. For example, all entries using the same set will have a single condition number, because all are part of one condition. Review the condition indicators to determine whether you have defined the detail requirements correctly and to understand how compliance interprets the required number of conditions specified in your rule umbrella.

Fields	Descriptions
Set	User-defined identifier for the set to which this requirement belongs, if applicable. The value can be alphanumeric, but must begin with an alpha character. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	User-defined identifier for the rule for this requirement, if applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area. See the "Rules" on page 2-13 for more information about rules. Select the Search button for this field to display the Rule within a Rule window. (lookup) Edit Rule within a Rule window
Group	Code of the group being attached. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP). (lookup) List Existing Group Inquiry Form (SMIGROP)
Course Re-Use	Specify the reuse rules for courses within the group. Valid options are *None*, *In*, *Out* and *Both*. *None* is the default. See the "Reuse" on page 2-2 for more information about reuse in CAPP.
Attribute Re-Use	Specify the reuse rules for course attributes within the group. Valid options are *None*, *In*, *Out* and *Both*. *None* is the default.

Fields	Descriptions
Within Indicator	Checkbox used to indicate whether within reuse is allowed. When this checkbox is selected, different components of the same course (for example, the course itself and one of the course's attributes) can both be used within the same group.
Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.

Area Group Attachment Rule Text Window

Use the Area Group Attachment Rule Text window to enter or display text for a group attachment rule.

Fields	Descriptions
Text	Text associated with the group attachment rule. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)

Existing Area Inquiry Form (SMIAREA)

Use the Existing Area Inquiry Form (SMIAREA) to view all areas for which requirements have been defined.

Fields	Descriptions
Area	Code of the area.
Description	Description of the area.
Student Level	Student level associated with the area.
Course Level	"Native" course level associated with the area.
Effective Term	Effective term for the set of general requirements. A separate record is displayed for each set of general requirements for each area.
Active Indicator	Checkbox used to indicate whether general requirements (and therefore the entire area) are active as of the displayed effective term.

Area Usage By Program Inquiry Form (SMIAUSE)

Use the Area Usage By Program Inquiry Form (SMIAUSE) to view the program(s) to which an area is attached. The form opens in query mode. After you execute a query, the data displayed in the Attached to Program block is for the record selected in the upper block.

Main Window

The main window is composed of the Area Query block and the Attached to Program block.

Area Query Block

Use this block to specify the areas for which you want to view the programs they are attached to.

Fields	Descriptions
Selected (untitled)	Indicator for the selected record. An asterisk is displayed in this field when you go to the next block so that you can identify the record for which you are viewing search results.
Area	Code of the area.
Description	Description of the area, automatically displayed when a valid area code is entered.
Student Level	Student level associated with the area.
Course Level	"Native" course level associated with the area.
Dynamic Association	Checkbox used to indicate whether the **Dynamic** checkbox on the Area Library Form (SMAALIB) is selected for this area. (When the **Dynamic** checkbox on SMAALIB is selected, the area is available to be selected by non-captive programs based on the area's qualifiers during compliance.)

Attached to Program Block

Use this block to view the results of your query.

Fields	Descriptions
Program	Code of the program to which the area is attached.
Description	Description of the program to which the area is attached.
Student Level	Student level associated with the program.
Course Level	"Native" course level associated with the program.
Curriculum Lock	Checkbox used to indicate whether the **Locked** checkbox on the Program Definition Rules Form (SMAPRLE) is selected.
Curriculum Dependent	Checkbox used to indicate whether the **Curriculum Dependent** checkbox on SMAPRLE is selected.

Fields	Descriptions
Curriculum Rule	Checkbox used to indicate whether a curriculum rule is attached to the program code on the Curriculum Rules Form (SOACURR).

Application and Inquiry Forms for Defining Groups

This section includes the following application and inquiry forms that are used to define groups:

- "Group Library Form (SMAGLIB)" on page 5-117
- "Group Requirements Form (SMAGROP)" on page 5-118
- "Existing Group Inquiry Form (SMIGROP)" on page 5-168
- "Group Usage By Area Inquiry Form (SMIGUSE)" on page 5-169

Group Library Form (SMAGLIB)

Use the Group Library Form (SMAGLIB) to add a group to the group library for use in CAPP. A group must be added to the library before its requirements can be defined on the Group Requirement Form (SMAGROP) and it can be attached to areas on the Area Requirement Form (SMAAREA).

Fields	Descriptions
Group	Code for the group. Required.
Description	Description of the group. Required.
Student Level	Student level associated with the group. Required. Select the Search button for this field to display the Level Code Validation (STVLEVL) list. (lookup) List Level Code Validation (STVLEVL)

Fields	Descriptions
Course Level	"Native" course level of the group. Required. Native level identifies the level of courses that will always be eligible to satisfy the group's detail requirements. Other course levels can also be included or excluded, but native level courses will always be eligible. When a group whose course level does not match the program's course level is attached to a program, the system displays a warning message. Select the Search button for this field to display the Level Code Validation (STVLEVL) list. (lookup) List Level Code Validation (STVLEVL)
Print Indicator	Indicates which items are to be printed on hardcopy output. Values in the pull-down list are the following: • *Print Everything* • *Print Only Gen Reqs* • *Print Gen Reqs and Text* • *Print Text Only* • *Print Nothing* The option selected is used by the compliance Hardcopy Output (SMRCRLT) when printing hardcopy output which includes the area. The flags from the area library are used in conjunction with the rules for output defined on the Compliance Print Type Rules Form (SMACPRT). For example, if the print type rules specify to print area text, but the area library specifies *Print Nothing*, no area text is printed for the area. The print type rules control what area information is printed, subject to the additional control defined in the group library area.

Group Requirements Form (SMAGROP)

Use the Group Requirements Form (SMAGROP) to define a group's requirements. Group general requirements apply only to the group. Many requirements and restrictions can be defined at the program, area, group, or detail level. A requirement or restriction placed at a higher level always controls everything below it. You can define a *more* restrictive rule at a lower level, but can never be *less* restrictive at a lower level.

This form includes the following windows:

- "Main Window" on page 5-119
- "Default All Group Detail Window" on page 5-125
- "Default Group General Requirements Window" on page 5-126
- "Group Text Window" on page 5-127
- "Default Group Text Window" on page 5-128
- "Group Include/Exclude Course Levels Window" on page 5-129
- "Default Group Include/Exclude Course Levels Window" on page 5-131
- "Group Restricted Subjects/Attributes Window" on page 5-132
- "Default Group Restricted Subjects/Attributes Window" on page 5-134
- "Group Restricted Subject/Attribute Text Window" on page 5-135
- "Group Restricted Grades Window" on page 5-136
- "Default Group Restricted Grades Window" on page 5-138
- "Group Restricted Grade Text Window" on page 5-139
- "Group Course/Attribute Attachment Window" on page 5-139
- "Default Group Course/Attribute Attachment Window" on page 5-148
- "Group Course/Attribute Attachment Text Window" on page 5-149
- "Group Course/Attribute Attachment Exclusions Window" on page 5-151
- "Group Course/Attribute Attachment Levels to Include/Exclude Window" on page 5-155
- "Group Course/Attribute Attachment Rules Window" on page 5-157
- "Group Course/Attribute Attachment Rule Text Window" on page 5-168

Main Window

This window is composed of the Key Block and the General Requirements block.

Key Block

Use this block to specify the group and term for which you want to enter or display group requirements.

Fields	Descriptions
Group	Code for the group. Required. If you enter an area code that is not defined on the Group Library Form (SMAGLIB), the system displays a message with an option that opens SMAGLIB so that the group can be added. When you enter a valid group code, the student level and course level associated with the area on SMAALIB are automatically displayed. Select the Search button for this field to display the Option List. (lookup) List Group Library Form (SMAGLIB) (lookup) Count Hits Existing Group Inquiry Form (SMIGROP)
Description (untitled)	Description associated with the group code, automatically displayed when a valid value is entered in the **Group** field. Display only.
Term	Effective term for which group requirements are to be viewed or maintained. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List
Catalog	Code of the academic year with which the term is associated. Display only.
Student Level	Student level associated with the group. Display only.
Course Level	Course level associated with the group. Display only.

General Requirements Block

Use this block to enter or display general requirements for the program and term specified in the Key Block.

Fields	Descriptions
From Term	First term in which this set of group general requirements is in effect. Display only. If you are defining area general requirements for the first time, the value defaults to the term entered in the key block.
To Term	Last term in which this set of group general requirements is in effect. Display only. If you are defining area general requirements for the first time, the value defaults to term code *999999* (the end of time).
Active/Inactive	Radio button group to indicate whether the group is active or inactive for the term range. The default is *Inactive*. When a groupis inactive, it cannot be used for compliance. If a user attempts to perform compliance for an inactive group, an error message is displayed.
Total Required Credits	Minimum total number of credits needed to satisfy the group's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Total Required Courses	Minimum total number of courses needed to satisfy the group's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.
Required Institutional Credits	Minimum number of credits that must be earned at your institution to satisfy the group's requirements.

Fields	Descriptions
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.).
Required Institutional Courses	Minimum number of courses that must be earned at your institution to satisfy the group's requirements.
Required Institutional Traditional Credits	Minimum number of credits earned at the institution with a traditional grade (as defined on the Grade Code Maintenance Form [SHAGRDE]) needed to satisfy the group's requirements.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Institutional Traditional Courses	Minimum number of credits/courses earned at the institution with a traditional grade (as defined on SHAGRDE) needed to satisfy the group's requirements.
Maximum Institutional Non-Traditional Credits	Maximum number of credits earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the group's requirements.
Connector None/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Maximum Institutional Non-Traditional Courses	Maximum number of courses earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the group's requirements.

Fields	Descriptions
Maximum Transfer Credits	Maximum number of transfer credits that can be used to satisfy the group's requirements.
Connector None/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Maximum Transfer Courses	Maximum number of transfer courses that can be used to satisfy the group's requirements.
Compliance Credits	Number of credits to be applied towards the program's minimum credit requirement for the area. Use this field to override the actual number of credits that would normally be accumulated by the area to the program. For example, you might need to define a group to use within a graduate program to verify that a student has completed specific undergraduate requirements. To satisfy the program, the student must complete the undergraduate work, but the undergraduate credits/courses (which are entered in the **Compliance Courses** field) do not accumulate toward the graduate program's minimum required credits/courses. To achieve this, you could define the undergraduate requirements as a group with zero compliance credits/courses, and then the work would not accumulate toward the program.
Compliance Courses	Number of courses to be applied towards the program's minimum course requirement for the area. Use this field to override the actual number of courses that would normally be accumulated by the area to the program. An example is provided in the description of the **Compliance Credits** field.
Default Within Indicator	Checkbox used to indicate whether the same course can be used to satisfy more than one detail requirement within the group.

Fields	Descriptions
Default Course Reuse	Default course reuse rule to be used by compliance. If a different reuse rule has been designated for a program to which this area is attached, the program-level rule overrides the area-level rule. Values in the pull-down list are *None*, *In*, *Out*, and *Both*. *None* is the default.
Default Attribute Reuse	Default attribute reuse rule to be used by compliance. If a different reuse rule has been designated for a program to which this area is attached, the program-level rule overrides the area-level rule. Values in the pull-down list are *None*, *In*, *Out*, and *Both*. *None* is the default.
Minimum Course Grade	Code of the minimum grade that must be earned for the course to satisfy the group's requirements. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Default Year Limit	Number of years old a course can be to satisfy the group's requirements. When a compliance request is processed, the evaluation term entered for the compliance request is used in conjunction with this field to determine how far back to go in a student's academic history to retrieve valid courses. CAPP checks the earliest term in the furthest year of the course year limit you set. *Example:* The course year limit is five, and the user enters an evaluation term of 200620. When processing the request, CAPP considers courses back to 200110, which is the first term in the academic year five years back from 2006.

More buttons in the main window

Mouse	*Keyboard*	*Result*
Copy	Duplicate Record	Copies general requirements from a prior term range to a new effective term range

Default All Group Detail Window

Use the Default All Group Detail window to copy an existing group's requirements to the group specified in the Key Block of the main window.

Note: The new group must first be defined on the Group Library Form (SMAGLIB) and cannot have any requirements defined for it.

Fields	**Descriptions**
Default From Group	Group from which to copy details. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP). (lookup) Count Hits Existing Group Inquiry Form (SMIGROP)
Description (untitled)	Description associated with the group code, automatically displayed when a valid value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy group details. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Group Inquiry Form (SMIGROP)
General Requirements	Checkbox used to indicate whether general requirements exist for the group/term being copied. If you do not want to copy general requirements to the group, clear this checkbox.

Fields	Descriptions
Group Text	Checkbox used to indicate whether group text exists for the group/term being copied. If you do not want to copy group text to the group, clear this checkbox.
Include/Exclude Additional Levels	Checkbox used to indicate whether additional levels exist for the group/term being copied. If you do not want to copy additional levels to the group, clear this checkbox.
Restricted Subjects/ Attributes	Checkbox used to indicate whether restricted subjects and attributes exist for the group/term being copied. If you do not want to copy restricted subjects and attributes to the group, clear this checkbox.
Restricted Grades	Checkbox used to indicate whether restricted grades exist for the group/term being copied. If you do not want to copy restricted grades to the group, clear this checkbox.
Course Attachments	Checkbox used to indicate whether course attachments exist for the group/term being copied. If you do not want to copy course attachments to the group, clear this checkbox.

More buttons in the Default All Group Detail window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies detail requirements to the group

Default Group General Requirements Window

Use the Default Group General Requirements window to copy an existing group's general requirements to the group specified in the Key Block of the main window.

Fields	Descriptions
Default From Group	Group from which to copy general requirements. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP). (lookup) Count Hits Existing Group Inquiry Form (SMIGROP)
Description (untitled)	Description associated with the group code, automatically displayed when a valid value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy general requirements. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Group Inquiry Form (SMIGROP)

More buttons in the Default Group General Requirements window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies general requirements to the group

Group Text Window

Use the Group Text window to enter or display text that describes the group specified in the Key Block of the main window and to indicate a print code that specifies how the text is used in compliance output.

Fields	Descriptions
From Term	First term in which this text is in effect. Display only.
To Term	Last term in which this text is in effect. Display only.

Fields	Descriptions
Text	Text associated with the group. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

More buttons in the Group Text window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies text from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the key block to the **To Term** field

Default Group Text Window

Use the Default Group Text window to copy an existing group's text to the group specified in the Key Block of the main window.

Fields	Descriptions
Default From Group	Group from which to copy group text. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP). (lookup) Count Hits Existing Group Inquiry Form (SMIGROP)

Fields	Descriptions
Description (untitled)	Description associated with the group code, automatically displayed when a valid value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy group text. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List — Catalog Term Codes List (lookup) Count Hits — Existing Group Inquiry Form (SMIGROP)

More buttons in the Default Group Text window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies text to the group

Group Include/Exclude Course Levels Window

Use the Group Include/Exclude Course Levels window to enter or display course level inclusions or excluusion for the group specified in the Key Block of the main window. CAPP uses these instructions during compliance to determine which levels to use (other than courses taken at the native course level of the group) to satisfy the area requirements.

For included levels, you can also define:

- A minimum grade
- Maximum credits and/or maximum number of courses

Courses at excluded levels are not considered toward satisfying a group's requirements. Courses at included levels can satisfy group requirements and count toward the group's minimum credit requirements, but they are not used to calculate grade point averages within the group.

Fields	Descriptions
From Term	First term in which this set of inclusions/exclusions is in effect. Display only.
To Term	Last term in which this set of inclusions/exclusions is in effect. Display only.

Fields	Descriptions
Include/Exclude	Radio button group to specify whether the course level is to be included or excluded. Required.
Level	Code of the course level to be included or excluded. Required. Select the Search button for this field to display the Level Code Validation (STVLEVL) list. (lookup) List Level Code Validation (STVLEVL)
Description (untitled)	Description associated with the level code, automatically displayed when a valid value is entered in the **Level** field. Display only.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the group's requirements. If the course level is being excluded, this field is unavailable. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Maximum Credits	Maximum number of credits from an included course level that can be used to satisfy group requirements.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Maximum Courses	Maximum number of courses from an included course level that can be used to satisfy group requirements.

More buttons in the Group Include/Exclude Course Levels window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies additional course levels from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the key block to the **To Term** field

Default Group Include/Exclude Course Levels Window

Use the Default Group Include/Exclude Course Levels window to copy an existing group's included/excluded course levels to the group specified in the Key Block of the main window.

Fields	**Descriptions**		
Default From Group	Group from which to copy included/excluded course levels. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP).		
	(lookup)	Count Hits	Existing Group Inquiry Form (SMIGROP)
Description (untitled)	Description associated with the group code, automatically displayed when a valid value is entered in the **Default From Group** field. Display only.		
Group Rules Term	Term from which to copy included/excluded course levels. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Group Inquiry Form (SMIGROP)

More buttons in the Default Group Include/Exclude Course Levels window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies additional course levels to the group

Group Restricted Subjects/Attributes Window

Use the Group Restricted Subjects/Attributes window to enter or display subject or attribute restrictions for the group specified in the Key Block of the main window. These restriction prevent the subjects or attributes from being used to satisfy group requirements. Restrictions can be absolute (that is, none of the subjects or attributes can be used), or you can limit the number of subjects and/or attributes that can be used.

A restriction must include at least one of the fields. If more than one restriction is specified (for example, **Subject**, **Course Number Low**, and **Course Attribute**), a course is restricted only if it meets all of the criteria.

Fields	Descriptions
From Term	First term in which this set of restricted subjects/attributes is in effect. Display only.
To Term	Last term in which this set of restricted subjects/attributes is in effect. Display only.
Campus	Code of the campus associated with the restriction. Select the Search button for this field to display the Campus Code Validation (STVCAMP) list. (lookup) List Campus Code Validation (STVCAMP)
College	Code of the college associated with the restriction. Select the Search button for this field to display the College Code Validation (STVCOLL) list. (lookup) List College Code Validation (STVCOLL)
Department	Code of the department associated with the restriction. Select the Search button for this field to display the Department Code Validation (STVDEPT) list. (lookup) List Department Code Validation (STVDEPT)

Fields	Descriptions
Subject	Code of the subject associated with the restriction. Select the Search button for this field to display the Subject Code Validation (STVSUBJ) list. (lookup) List Subject Code Validation (STVSUBJ)
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Course Number High	Highest number in a range of restricted courses. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Attribute	Code of the course attribute associated with the restriction. Select the Search button for this field to display the Degree Program Attribute Validation (STVATTR) list. (lookup) List Degree Program Attribute Validation (STVATTR)
Maximum Credits	Maximum number of credits that can be taken within the restriction.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.

Fields	Descriptions
Maximum Courses	Maximum number of courses that can be taken within the restriction.
Text	Checkbox used to indicate whether text has been associated with the selected restriction. Display only. (lookup) Edit Group Restricted Subject/ Attribute Text window

More buttons in the Group Restricted Subjects/Attributes window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies restricted subjects/attributes from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the key block to the **To Term** field
Comments	Edit	Opens the Group Restricted Subject/ Attribute Text window

Default Group Restricted Subjects/Attributes Window

Use the Default Group Restricted Subjects/Attributes window to copy an existing group's restricted subjects and attributes to the group specified in the Key Block of the main window.

Fields	Descriptions
Default From Group	Group from which to copy restricted subjects and attributes. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP). (lookup) Count Hits Existing Group Inquiry Form (SMIGROP)
Description (untitled)	Description associated with the group code, automatically displayed when a valid value is entered in the **Default From Group** field. Display only.

Fields	Descriptions		
Group Rules Term	Term from which to copy restricted subjects and attributes. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Group Inquiry Form (SMIGROP)

More buttons in the Default Group Restricted Subjects/Attributes window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies restricted subjects/attributes to the group

Group Restricted Subject/Attribute Text Window

Use the Group Restricted Subject/Attribute Text window to enter or display descriptive information about the restriction selected in the Group Restricted Subjects/Attributes window.

This window is composed of the Display-Only block and the Information/Entry block.

Display-Only Block

This block displays details about the record for which text is being entered.

Fields	Descriptions
From Term	First term in which this text is in effect.
To Term	Last term in which this text is in effect.
Campus	Code of the campus associated with the restriction.
College	Code of the college associated with the restriction.
Department	Code of the department associated with the restriction.
Subject	Code of the subject associated with the restriction.

Fields	Descriptions
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses.
Course Number High	Highest number in a range of restricted courses.
Course Attribute	Code of the attribute associated with the restriction.

Information/Entry Block

Use this block to enter text for the record displayed in the Display-Only block.

Fields	Descriptions
Text	Text associated with the restriction. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Group Restricted Grades Window

Use the Group Restricted Grades window to enter or display acceptable grades for the group specified in the Key Block of the main window.

Grade restrictions defined in this window apply only to those grade codes that have the same course level defined the Grade Code Maintenance Form (SHAGRDE) as the native course level for the group. Also, restrictions defined in this window apply only to the specific grade codes being restricted. The restrictions are not applied to grade codes that have a lower numeric value.

Fields	Descriptions
From Term	First term in which this set of restricted grades is in effect. Display only.
To Term	Last term in which this set of restricted grades is in effect. Display only.
Grade	Code of the grade associated with this restriction. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Maximum Credits	Maximum number of credits with the restricted grade that can be used to satisfy group requirements.
Connector	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Maximum Courses	Maximum number of courses with the restricted grade that can be used to satisfy group requirements.
Text	Checkbox used to indicate whether text has been associated with the selected grade restriction. Display only. (lookup) Edit Group Restricted Grade Text window

More buttons in the Group Restricted Grades window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies restricted grades from a prior term range to a new effective term range

More buttons in the Group Restricted Grades window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Item	Copies the term code in the key block to the **To Term** field
Comments	Edit	Opens the Group Restricted Grade Text window

Default Group Restricted Grades Window

Use the Default Group Restricted Grades window to copy an existing group's restricted grades to the group specified in the Key Block of the main window.

Fields	**Descriptions**
Default From Group	Group from which to copy restricted grades. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP). (lookup) Count Hits Existing Group Inquiry Form (SMIGROP)
Description (untitled)	Description associated with the group code, automatically displayed when a valid value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy restricted grades. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Group Inquiry Form (SMIGROP)

More buttons in the Default Group Restricted Grades window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies restricted grades to the group

Group Restricted Grade Text Window

Use the Group Restricted Grade Text window to enter or display descriptive comments for the grade restriction selected in the Group Restricted Grades window.

Fields	Descriptions
From Term	First term in which this text is in effect. Display only.
Restricted Grade	Code of the restricted grade associated with this text. Display only.
To Term	Last term in which this text is in effect. Display only.
Text	Text associated with the grade restriction. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)

Group Course/Attribute Attachment Window

Use the Group Course/Attribute Attachment window to enter or display course/attribute detail attachments for the group specified in the Key Block of the main window.

Fields	Descriptions
From Term	First term in which this set of attachments is in effect. Display only.

Fields	Descriptions
To Term	Last term in which this set of attachments is in effect. Display only.
Data Exists Indicator (untitled)	Indicator for whether data exists for the row. If so, an asterisk (*) is displayed in this field. Display only.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. The value can be alphanumeric, but must begin with an alpha character. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	User-defined identifier for the rule for this requirement, if applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area. See the "Rules" on page 2-13 for more information about rules. Select the Search button for this field to display the Group Course/Attribute Attachment Rules window. (lookup) Edit Group Course/Attribute Attachment Rules window
Subject	Code of the subject associated with the required course. Select the Search button for this field to display the Subject Validation (STVSUBJ) list. (lookup) List Subject Validation (STVSUBJ)

Fields	Descriptions
Course Number Low	Course number that, when combined with the subject code, is a specifically required course, or the lowest number in a range of courses that can satisfy the requirement. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Course Number High	Highest number in a range of courses that can satisfy the requirement. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Use Catalog	Checkbox used to indicate whether the system should use only those courses within the range specified in the **Course Number Low** and **Course Number High** fields that are defined in your course catalog. If this checkbox is cleared, compliance attempts to meet this requirement using any course the student has completed (e.g., academic history or transfer), is in-progress, or has planned.
Course Attribute	Code of the course attribute associated with this requirement, if applicable. You can define a requirement as a single course attribute, so that any course with the attribute satisfies the requirement, or as a combination of values, so that a course must meet all of the specifications to satisfy the requirement. Select the Search button for this field to display the Degree Program Attribute Validation (STVATTR) list. (lookup) List Degree Program Attribute Validation (STVATTR)

Fields	Descriptions
Student Attribute	Code of the student attribute associated with this requirement, if applicable. If a requirement is for a student attribute, the only other values for the requirement that can be definedare: • **Set** • **Subset** • **Compliance Credits** • **Compliance Courses** Select the Search button for this field to display the Student Attribute Validation (STVATTS) list. (lookup) List Student Attribute Validation (STVATTS)
Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.
Minimum Grade	Minimum grade earned for the course to satisfy the requirement. **Note:** The restriction applies only to grade codes with levels that match the native course level for the group. Minimum grades can also be defined at the program, area, or group level. If a minimum grade is already in effect at a higher level, you can be more restrictive for the detail requirement, but you cannot be less restrictive at a lower level. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Credits Per Course Minimum	Minimum number of credits earned for the course to satisfy the requirement.

Fields	Descriptions
Credits Per Course Maximum	Maximum number of credits for the course to satisfy the requirement.
Use Split Courses	Checkbox used to indicate whether the remaining number of credits from a course that was partially used to satisfy another requirement can be used to satisfy this one. Course credits are split only when a requirement or restriction has a maximum number of credits.The **Maximum Credits** field controls whether a course will be split if it has more credits than are required to satisfy a requirement or would cause a restriction to be exceeded. *Example:* A student who is an English major has taken ENGL 1050 (a literature course [attribute = *LIT*] that can be taken for variable credits based on the amount of outside reading) for 4 credits. The English major requires exactly 3 credits in ENGL 1050 (required minimum credits = *3* and required maximum credits = *3*), and also requires at least 6 credits in literature courses (attribute = *LIT*). If the literature attribute requirement allows split courses to be used, the remaining 1 credit from ENGL 1050 would be applied to the attribute requirement.
Required Credits	Minimum number of credits required to satisfy the requirement.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits** field or the **Required Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See “Connectors” on page 2-1 for more information about connectors.
Required Courses	The minimum number of courses required in order to satisfy this requirement. Optional.

Fields	Descriptions
Maximum Credits	Maximum number of credits from a course or group of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Courses	Maximum number of courses that can be used to satisfy this requirement.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken to satisfy this requirement. If a value is entered, it must be equal to or greater than the start term. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Use Transfer Courses	Checkbox used to indicate whether transfer work can be used to satisfy this requirement.

Fields	Descriptions
Maximum Transfer Credits	Maximum number of transfer credits from a course or group of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Transfer Credits** field or the **Maximum Transfer Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Transfer Courses	Maximum number of transfer courses that can be used to satisfy this requirement.
Count in GPA	Checkbox used to indicate whether work used to satisfy this requirement should be used in GPA calculations.
Compliance Credits	Number of credits that can accumulate toward area and program general requirements after this requirements is satisfied. The value can be higher or lower than the actual number of credits used.

Fields	Descriptions
Compliance Courses	Number of courses that can accumulate toward area and program general requirements after this requirements is satisfied. The value can be higher or lower than the actual number of courses used. When compliance credits/courses are specified, the detail requirements are processed normally, but the compliance credits/courses are used *instead of* the actual credits/courses. Compliance credits/courses are used only in the calculation of group, area, or program total required credits/courses. *Example:* You require that a student take at least two physical education courses, but the physical education credits do not accumulate toward the requirements for the degree. You define the requirement to include the courses that satisfy the requirement, but set compliance credits and courses to *0*.
Concurrent Enrollment Allowed	Checkbox used to indicate whether concurrent enrollment is allowed to meet the requirement. This indicator applies only to requirements that are used in prerequisite checking. When the checkbox is cleared, the prerequisite course must be taken in a term earlier than the one in which registration is attempted. When the checkbox is selected, the prerequisite course can be taken in an earlier term or the same term as the one in which registration is attempted.

Fields	Descriptions
Test	Code of the test type associated with the requirement. This field is used to specify that the requirement can be satisfied with a satisfactory test score. If a test requirement is entered, the only other values for the requirement that can be definedare: • **Set** (optional) • **Subset** (optional) • **Test Score Minimum** (required) • **Test Score Maximum** (required) Select the Search button for this field to display the Test Code Validation (STVTESC) list. (lookup) List Test Code Validation (STVTESC)
Test Score Minimum	Minimum test score that can satisfy the requirement. Required if a value is entered in the **Test** field. The value entered must fall within the valid range of scores for the test type defined on STVTESC.
Test Score Maximum	Maximum test score that can satisfy the requirement. Required if a value is entered in the **Test** field. The value entered must be greater than the value entered in the **Test Score Minimum** field and must fall within the valid range of scores for the test type defined on STVTESC.
Campus	Code of the campus associated with the requirement, if the course must be taken on a specific campus to satisfy the requirement. Course campus is associated only with institutional work, not transfer work. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Campus Validation (STVCAMP)

Fields	Descriptions
College	Code of the campus associated with the requirement, if the course must be taken at a specific college to satisfy the requirement. Course college is associated only with institutional work, not transfer work. Select the Search button for this field to display the College Validation (STVCOLL) list. (lookup) List College Validation (STVCOLL)
Department	Code of the department associated with the requirement, if the course must be taken within a specific department to satisfy the requirement. Course department is associated only with institutional work, not transfer work. Select the Search button for this field to display the Department Validation (STVDEPT) list. (lookup) List Department Validation (STVDEPT)

More buttons in the Group Course/Attribute Attachment window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies attachments from a prior term range to a new effective term range
Maintenance	Duplicate Field	Copies the term code in the key block to the **To Term** field

Default Group Course/Attribute Attachment Window

Use the Default Group Course/Attribute Attachment window to copy an existing group's course attachments to the group specified in the Key Block of the main window.

Fields	Descriptions
Default From Group	Group from which to copy course attachments. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP). (lookup) Count Hits Existing Group Inquiry Form (SMIGROP)
Description (untitled)	Description associated with the group code, automatically displayed when a valid value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy course attachments. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Group Inquiry Form (SMIGROP)

More buttons in the Default Group Course/Attribute Attachment window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies attachments to the group

Group Course/Attribute Attachment Text Window

Use the Group Course/Attribute Attachment Text window to enter or display text for a detail attachment. After text has been entered, asterisks (*) appear on both sides of Course/Attribute Text on the Options menu.

This window is composed of the Display-Only block and the Information/Entry block.

Display-Only Block

This block displays details about the record for which text is being entered.

Fields	Descriptions
From Term	First term in which this set of additional levels is in effect.
To Term	Last term in which this set of additional levels is in effect.

Fields	Descriptions
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Attribute Course	Code of the course attribute associated with the requirement, if any.
Attribute Student	Code of the student attribute associated with the requirement, if any.

Information/Entry Block

Use this block to enter text for the record displayed in the Display-Only block.

Fields	Descriptions
Text	Text associated with the requirement.

Note: There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.

Fields	Descriptions
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)

Group Course/Attribute Attachment Exclusions Window

Use the Group Course/Attribute Attachment Exclusions window to enter or display course or attribute exclusions for a detail requirement.

For example, if you have specified that a range of courses is included but need to exclude two courses within that range, you use this window to define the exclusions.

After exclusions have been entered, asterisks (*) appear on both sides of Course/Attribute Exclusions on the Options menu.

This window is composed of the Display-Only block and the Information/Entry block.

Display-Only Block

This block displays details about the record for which courses or attributes are being excluded.

Fields	Descriptions
From Term	First term in which this set of exclusions is in effect.
To Term	Last term in which this set of exclusions is in effect.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See “Sets and Subsets” on page 2-10 for more information about sets and subsets.

Fields	Descriptions
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Attribute Course	Code of the course attribute associated with the requirement, if any.
Attribute Student	Code of the student attribute associated with the requirement, if any.

Information/Entry Block

Use this block to exclude courses or attributes are for the record displayed in the Display-Only block.

Fields	Descriptions
Campus	Campus code associated with the course being excluded, indicating that the detail requirement cannot be satisfied by a course taken on the specified campus. Course campus is associated only with institutional work, not transfer work. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Campus Validation (STVCAMP)

Fields	Descriptions
College	College code associated with the course being excluded, indicating that the detail requirement cannot be satisfied by a course offered by the specified college. Course college is associated only with institutional work, not transfer work. Select the Search button for this field to display the College Validation (STVCOLL) list. (lookup) List College Validation (STVCOLL)
Department	Department code associated with the course being excluded, indicating that the detail requirement cannot be satisfied by a course offered by the specified department. Course department is associated only with institutional work, not transfer work. Select the Search button for this field to display the Department Validation (STVDEPT) list. (lookup) List Department Validation (STVDEPT)
Subject	Code of the subject being excluded from satisfying the detail requirement. Select the Search button for this field to display the Subject Validation (STVSUBJ) list. (lookup) List Subject Validation (STVSUBJ)
Course Number Low	Course number that is being excluded, or the lowest number in a range of excluded courses. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Course Number High	Highest number in a range of excluded courses. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List

Fields	Descriptions
Attribute Course	Code of the course attribute excluded from satisfying the detail requirement. You can define a requirement as a single course attribute, so that any course with the attribute is excluded, or as a combination of values, so that a course must meet all of the specifications to be excluded. Select the Search button for this field to display the Degree Program Attribute Validation (STVATTR) list. (lookup) List Degree Program Attribute Validation (STVATTR)
Attribute Student	Code of the student attribute excluded from satisfying the detail requirement. If a requirement is for a student attribute, no other exclusions can be defined for this row. Select the Search button for this field to display the Student Attribute Validation (STVATTS) list. (lookup) List Student Attribute Validation (STVATTS)
Must Take In or After Term	Earliest term in which a course can be taken for this exclusion to apply. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken for this exclusion to apply. If a value is entered, it must be equal to or greater than the start term. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)

Group Course/Attribute Attachment Levels to Include/Exclude Window

Use the Group Course/Attribute Attachment Levels to Include/Exclude window to enter or display level inclusions/exclusions that apply to a specific rule requirement. Rule detail requirements are already controlled by any level inclusions/exclusions you have defined at the program or area level. You can be more restrictive at a higher level, but you cannot override additional level rules defined at a higher level.

After additional levels to include or exclude have been entered, asterisks (*) appear on both sides of Course/Attribute Levels on the Options menu.

This window is composed of the Display-Only block and the Information/Entry block.

Display-Only Block

This block displays details about the record for which levels are being included or excluded.

Fields	Descriptions
From Term	First term in which this set of additional levels is in effect.
To Term	Last term in which this set of additional levels is in effect.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See “Sets and Subsets” on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.

Fields	Descriptions
Course Number High	Highest number in a range of restricted courses, if defined.
Attribute Course	Code of the course attribute associated with the requirement, if any.
Attribute Student	Code of the student attribute associated with the requirement, if any.

Information/Entry Block

Use this block to include or exclude levels for the record displayed in the Display-Only block.

Fields	Descriptions
Include/Exclude	Radio button group to specify whether the course level is to be included or excluded.
Level	Code of the level to be included or excluded. Required. Select the Search button for this field to display the Level Code Validation (STVLEVL) list. (lookup) List Level Code Validation (STVLEVL)
Description (untitled)	Description associated with the level code, automatically displayed when a valid value is entered in the **Level** field. Display only.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the requirement. If the course level is being excluded, this field is unavailable. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Maximum Credits	Maximum number of credits that can be considered from an included level.

Fields	Descriptions
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Maximum Courses	Maximum number of courses that can be considered from an included level.

Group Course/Attribute Attachment Rules Window

Use the Course/Attribute Attachment Rules window if you need to define very complicated requirements that cannot be easily configured using Boolean logic.

Attachment rules use the same variables as other attachments, but add the concept of *conditions*. Rules allow you to specify the number of conditions that must be satisfied and also allow you to place requirements and restrictions on conditions.

After you define the number of conditions in the upper portion of the window, you must save your changes before you can define the conditions in the lower portion of the window.

This window is composed of the Rule Umbrella block and the Rule Detail block.

Rule Umbrella Block

Use this block to define the rule umbrella for the rule selected in the Area Course/Attribute Attachment window.

Fields	Descriptions
From Term	First term in which this rule is in effect. Display only.
To Term	Last term in which this rule is in effect. Display only.
Rule	Rule code entered in **Rule** field in the Course/Attribute Attachment window. Display only.

Fields	Descriptions
Description	Description of the rule. Required.
Rule Text	Checkbox used to indicate whether text has been associated with this rule. Use the button to access the Rule Text window.
Required Number of Conditions	Number of conditions required for this rule.
Required Credits Per Condition	Number of required credits for each condition, if appropriate.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits Per Condition** field or the **Required Courses Per Condition** field, or both. Use the **Connector** radio button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Courses Per Condition	Number of required courses for each condition.
Maximum Credits Per Condition	Maximum number of credits that can be used per condition.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits Per Condition** field or the **Maximum Courses Per Condition** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)

Fields	Descriptions
Maximum Courses Per Condition	Maximum number of courses that can be used per condition.
Total Required Credits	Total number of credits required by the entire rule.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Total Required Credits** field or the **Total Required Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Total Required Courses	Total number of courses required by the entire rule.
Total Maximum Credits	Maximum number of credits which may be used by the entire rule.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Total Maximum Credits** field or the **Total Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Total Maximum Courses	Maximum number of courses that can be used by the entire rule.

Rule Detail Block

Use this block to define the detail for the rule umbrella.

Fields	Descriptions
Data Exists Indicator (untitled)	Indicator for whether data exists for the row. If so, an asterisk (*) is displayed in this field. Display only.

Fields	Descriptions
Condition	Condition defined on this row. Display only. The system determines conditions based on the way in which you define the detail lines. For example, all entries using the same set will have a single condition number, because all are part of one condition. Review the condition indicators to determine whether you have defined the detail requirements correctly and to understand how compliance interprets the required number of conditions specified in your rule umbrella.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. The value can be alphanumeric, but must begin with an alpha character. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	User-defined identifier for the rule for this requirement, if applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area. See the "Rules" on page 2-13 for more information about rules. Select the Search button for this field to display the Rule within a Rule window. (lookup) Edit Rule within a Rule window
Subject	Code of the subject associated with the required course. Select the Search button for this field to display the Subject Validation (STVSUBJ) list. (lookup) List Subject Validation (STVSUBJ)

Fields	Descriptions
Course Number Low	Course number that, when combined with the subject code, is a specifically required course, or the lowest number in a range of courses that can satisfy the requirement. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Course Number High	Highest number in a range of courses that can satisfy the requirement. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses
Use Catalog	Checkbox used to indicate whether the system should use only those courses within the range specified in the **Course Number Low** and **Course Number High** fields that are defined in your course catalog. If this checkbox is cleared, compliance attempts to meet this requirement using any course the student has completed (e.g., academic history or transfer), is in-progress, or has planned.
Course Attribute	Code of the course attribute associated with this requirement, if applicable. You can define a requirement as a single course attribute, so that any course with the attribute satisfies the requirement, or as a combination of values, so that a course must meet all of the specifications to satisfy the requirement. Select the Search button for this field to display the Degree Program Attribute Validation (STVATTR) list. (lookup) List Degree Program Attribute Validation (STVATTR)

Fields	Descriptions
Student Attribute	Code of the student attribute associated with this requirement, if applicable. If a requirement is for a student attribute, the only other values for the requirement that can be definedare: • **Set** • **Subset** • **Compliance Credits** • **Compliance Courses** Select the Search button for this field to display the Student Attribute Validation (STVATTS) list. (lookup) List Student Attribute Validation (STVATTS)
Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.
Minimum Grade	Minimum grade earned for the course to satisfy the requirement. **Note:** The restriction applies only to grade codes with levels that match the native course level for the group. Minimum grades can also be defined at the program, area, or group level. If a minimum grade is already in effect at a higher level, you can be more restrictive for the detail requirement, but you cannot be less restrictive at a lower level. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Credits per Course Minimum	Minimum number of credits earned for the course to satisfy the requirement.

Fields	Descriptions
Credits per Course Maximum	Maximum number of credits for the course to satisfy the requirement.
Use Split Courses	Checkbox used to indicate whether the remaining number of credits from a course that was partially used to satisfy another requirement can be used to satisfy this one. Course credits are split only when a requirement or restriction has a maximum number of credits.The **Maximum Credits** field controls whether a course will be split if it has more credits than are required to satisfy a requirement or would cause a restriction to be exceeded. *Example:* A student who is an English major has taken ENGL 1050 (a literature course [attribute = *LIT*] that can be taken for variable credits based on the amount of outside reading) for 4 credits. The English major requires exactly 3 credits in ENGL 1050 (required minimum credits = *3* and required maximum credits = *3*), and also requires at least 6 credits in literature courses (attribute = *LIT*). If the literature attribute requirement allows split courses to be used, the remaining 1 credit from ENGL 1050 would be applied to the attribute requirement.
Required Credits	Minimum number of credits required to satisfy the requirement.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits** field or the **Required Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Courses	The minimum number of courses required in order to satisfy this requirement. Optional.

Fields	Descriptions
Maximum Credits	Maximum number of credits from a course or group of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Courses	Maximum number of courses that can be used to satisfy this requirement.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken to satisfy this requirement. If a value is entered, it must be equal to or greater than the start term. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Count in GPA	Checkbox used to indicate whether work used to satisfy this requirement should be used in GPA calculations.
Use Transfer Courses	Checkbox used to indicate whether transfer work can be used to satisfy this requirement.

Fields	Descriptions
Transfer Credits	Maximum number of transfer credits from a course or group of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Transfer Credits** field or the **Transfer Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Transfer Courses	Maximum number of transfer courses that can be used to satisfy this requirement.
Concurrent Enrollment Allowed	Checkbox used to indicate whether concurrent enrollment is allowed to meet the requirement. This indicator applies only to requirements that are used in prerequisite checking. When the checkbox is cleared, the prerequisite course must be taken in a term earlier than the one in which registration is attempted. When the checkbox is selected, the prerequisite course can be taken in an earlier term or the same term as the one in which registration is attempted.
Compliance Credits	Number of credits that can accumulate toward area and program general requirements after this requirements is satisfied. The value can be higher or lower than the actual number of credits used.

Fields	Descriptions
Compliance Courses	Number of courses that can accumulate toward area and program general requirements after this requirements is satisfied. The value can be higher or lower than the actual number of courses used. When compliance credits/courses are specified, the detail requirements are processed normally, but the compliance credits/courses are used *instead of* the actual credits/courses. Compliance credits/courses are used only in the calculation of group, area, or program total required credits/courses. *Example:* You require that a student take at least two physical education courses, but the physical education credits do not accumulate toward the requirements for the degree. You define the requirement to include the courses that satisfy the requirement, but set compliance credits and courses to *0*.
Test Code	Code of the test type associated with the requirement. This field is used to specify that the requirement can be satisfysatisfieded with a satisfactory test score. If a test requirement is entered, the only other values for the requirement that can be definedare: • **Set** (optional) • **Subset** (optional) • **Test Score Minimum** (required) • **Test Score Maximum** (required) Select the Search button for this field to display the Test Code Validation (STVTESC) list. (lookup) List Test Code Validation (STVTESC)
Test Score Minimum	Minimum test score that can satisfy the requirement. Required if a value is entered in the **Test** field. The value entered must fall within the valid range of scores for the test type defined on STVTESC.

Fields	Descriptions
Test Score Maximum	Maximum test score that can satisfy the requirement. Required if a value is entered in the **Test** field. The value entered must be greater than the value entered in the **Test Score Minimum** field and must fall within the valid range of scores for the test type defined on STVTESC.
Campus	Code of the campus associated with the requirement, if the course must be taken on a specific campus to satisfy the requirement. Course campus is associated only with institutional work, not transfer work. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Campus Validation (STVCAMP)
College	Code of the campus associated with the requirement, if the course must be taken at a specific college to satisfy the requirement. Course college is associated only with institutional work, not transfer work. Select the Search button for this field to display the College Validation (STVCOLL) list. (lookup) List College Validation (STVCOLL)
Department	Code of the department associated with the requirement, if the course must be taken within a specific department to satisfy the requirement. Course department is associated only with institutional work, not transfer work. Select the Search button for this field to display the Department Validation (STVDEPT) list. (lookup) List Department Validation (STVDEPT)

Group Course/Attribute Attachment Rule Text Window

Use the Rule Text window to enteror display text for the course attachment rule.

Fields	Descriptions
Text	Text associated with the course attachment rule. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)

Existing Group Inquiry Form (SMIGROP)

Use the Existing Group Inquiry Form (SMIGROP) to view all groups for which requirements have been defined.

Fields	Descriptions
Group	Code of the group.
Description	Description of the group.
Student Level	Student level associated with the group.
Course Level	“Native” course level associated with the group.
Effective Term	Effective term for the set of general requirements. A separate record is displayed for each set of general requirements for each group.

Fields	Descriptions
Active Indicator	Checkbox used to indicate whether general requirements (and therefore the entire group) are active as of the displayed effective term.

Group Usage By Area Inquiry Form (SMIGUSE)

Use the Group Usage By Program Inquiry Form (SMIGUSE) to view the area(s) to which a group is attached. The form opens in query mode. After you execute a query, the data displayed in the Attached to Area block is for the record selected in the upper block.

Main Window

The main window is composed of the Group Query block and the Attached to Area block.

Area Query Block

Use this block to enter the groups for which you want to view the areas they are attached to.

Fields	Descriptions
Selected (untitled)	Indicator for the selected record. An asterisk is displayed in this field when you go to the next block so that you can identify the record for which you are viewing search results.
Group	Code of the group.
Description	Description of the group, automatically displayed when a valid group code is entered.
Student Level	Student level associated with the group.
Course Level	“Native” course level associated with the group.

Attached to Area Block

Use this block to view the results of your query.

Fields	Descriptions
Area	Code of the program to which the group is attached.
Description	Description of the area to which the group is attached.
Student Level	Student level associated with the area.
Course Level	"Native" course level associated with the area.
Dynamic Indicator	Checkbox used to indicate whether the **Dynamic** checkbox on the Area Library Form (SMAALIB) is selected for this area. (When the **Dynamic** checkbox on SMAALIB is selected, the area is available to be selected by non-captive programs based on the area's qualifiers during compliance.)

Chapter 6 Compliance Requests

Compliance requests are used to initiate the compliance process, in which the system evaluates a student's progress toward his or her goal. It is in the compliance request that you specify certain parameters such as the program to be evaluated, the sort order of the student's courses, and whether in-progress courses should be considered.

This chapter discusses the following:

- "Introduction to Compliance Processing" on page 6-1
- "Compliance Processing Order" on page 6-3
- "Second-Pass and Best-Fit Processing" on page 6-4
- "Hardcopy Output" on page 6-5
- "Batch Compliance Processing" on page 6-7
- "Compliance Request Procedures" on page 6-12

Introduction to Compliance Processing

Compliance processing compares the requirements for a student's goal against the student's course work (complete, transfer, in-progress, and planned). Compliance processing uses a compliance request record, which can be created using the Compliance Request Management Form (SMARQCM), to give it basic instructions and parameters; it then collects the program's requirements and the student's course work, non-course requirements, student attributes, and student adjustments, and compares the student's achievements against the requirements.

Student achievements are collected from the following sources.

- Courses/attributes earned by the student at the institution are collected from the student's academic history.
- Courses/attributes earned by the student at other institutions are collected from the student's awarded transfer work. (Transfer work still in transfer articulation is not considered by compliance evaluations).
- Courses/attributes in which the student is currently enrolled are collected from the student's registrations. Only courses that will eventually roll to academic history are collected. (Courses that are not gradable or that would exceed the repeat limit [defined in the catalog] for a course are not collected.)
- Courses/attributes that a student plans to take are collected from the planned courses associated with the specific compliance request.

- Non-course achievements are collected from the student's non-courses in academic history.
- Student attributes are collected from data entered in the Additional Student Information Form (SGASADD). Only student attributes in effect as of the evaluation term for the compliance request are considered by compliance. Student attributes with an effective term range that ends before a compliance request's evaluation term is not considered when that compliance request is processed.

Course attributes can be collected from a number of sources.

- Attributes associated with institutional course work come from those attached to sections that have been graded and rolled to academic history. The compliance process first checks to see if there are any attributes for the course specific to the student. If there are, the system uses the student-specific set of attributes. If there are no student-specific attributes, then the set of attributes associated with the section in academic history are used. The compliance process does not check schedule data for any courses that are already in academic history.
- Attributes associated with transfer courses are taken from those associated with the institutional equivalent courses articulated from the transfer work. Attributes associated with transfer work still in transfer articulation are not considered by the compliance process.
- Attributes associated with in-progress courses (those not yet rolled to academic history) are taken from data maintained for the section in the schedule module. The compliance process does not look to catalog data for any attributes.
- Planned attributes are taken from data entered in the planned courses/ attributes window of SMARQCM and are associated only with that specific compliance request.

Compliance processing compares the program's requirements with the student's courses and attributes from any of the previously mentioned sources.

After the compliance process has been run for a request, the request cannot be resubmitted for processing; instead, a new request must be generated.

Compliance results can be displayed using the following forms.

- The Compliance Results Inquiry Form (SMICRLT) displays overall results and acts as a guide through the other output forms. You can access SMICRLT directly from the main menu, or you can select Display Compliance Results from the Options menu on the Compliance Request Activity Form (SMACACT) or the Compliance Request Management Form (SMARQCM).
- The Program Output Inquiry Form (SMIPOUT) displays results of the compliance process for the program's requirements.

- The Area Output Inquiry Form (SMIAOUT) displays results of the compliance process for each area used by the program.
- The Group Output Inquiry Form (SMIGOUT) displays results of the compliance process for the groups attached to each area used by the program.

Compliance results can be printed using the Compliance Hardcopy Output Report (SMRCRLT). The level of detail that appears on this report is determined by the values in the **Print Indicator** fields on the Area Library Form (SMAALIB) and Group Library Form (SMAGLIB). Choices are:

- *Print Everything*
- *Print Only Gen Reqs*
- *Print Gen Reqs & Text*
- *Print Text Only*
- *Print Nothing*

The library print indicators are used with the rules for output defined on the Compliance Print Type Rules Form (SMACPRT). The print type rules control what area information is printed, subject to the additional control defined in the area library. For example, if the print type rules say to print area text, but the area library says to print nothing, no area text is printed for the specific area.

Compliance Processing Order

The compliance process considers requirements in the following order.

- Areas are processed in order of priority. Within areas, groups are processed in alphabetical order within set/subset combinations. In the absence of sets and subsets, groups are processed in alphabetical order.

- Detail course attachments are processed as follows.
  - Null sets and subsets without rules
  - Null sets and subsets with rules
  - Sets sorted alphabetically
  - Subsets sorted numerically

As each detail course attachment requirement is processed, the course list and attribute list are searched in the order requested.

Entire courses and attributes that have not been used before are used first. Unused portions (splits) of courses and attributes are used next. If the requirement is still not satisfied or the maximum allowable credits/courses have not been applied to the requirement, processing continues, and an attempt is made to reuse any courses allowed, based on the reuse flags that have been set.

If a course's credits cannot be used in their entirety due to a restriction or a maximum number of allowable credits defined for the requirement having been applied to the requirement, then the course's credits are "split". The compliance process applies the number of credits up to the limit imposed by a restriction or by a maximum, and the remaining credits are considered available for usage on another requirement.

Second-Pass and Best-Fit Processing

If necessary, once the system has completed a first pass of an area's requirements to identify all those that have been satisfied, the system performs a second pass to determine which outstanding requirements connected by an "or" condition are closest to being satisfied. (Refer to "Sets and Subsets" on page 2-10 for a complete discussion of "and" and "or" conditions and how they work with sets and subsets.)

Note: A second pass is made only when none of the components that make up the "or" condition have been satisfied.

During the first pass, when set of requirements with "or" conditions is found, each possible condition is processed one at a time in sequence. As soon as the first "or" condition is met, the fulfilling events (such as courses, attributes, tests) are applied to the requirement. Processing then continues with the next requirement.

If no "or" condition within a set can be fulfilled, no events are used against the requirement. The events are all released and second-pass processing begins. During second-pass processing, best-fit logic is applied. *Best-fit* means that the events are applied against the "or" condition that will accumulate the highest number of credits.

The following is an example of best-fit processing.

> In a single area or group, you have defined a requirement for 18 credits in any one foreign language. In each language, a student must take the 101-102 and 203-204 sequences, and the 306 course. French (FREN), German (GRMN), Latin (LATN), Spanish (SPAN) are the available languages.
>
> You can define this requirement using sets and subsets, as shown below.

Set	*Subset*	*Subj*	*Crse Low*	*Crse High*	*Req Crses*
A	005	FREN	101	102	2
A	005	FREN	203	204	2
A	005	FREN	306		1
A	010	GRMN	101	101	2
A	010	GRMN	203	204	2
A	010	GRMN	306		1

Set	*Subset*	*Subj*	*Crse Low*	*Crse High*	*Req Crses*
A	015	LATN	101	101	2
A	015	LATN	203	204	2
A	015	LATN	306		1
A	020	SPAN	101	101	2
A	020	SPAN	203	204	2
A	020	SPAN	306		1

Let's say a student has earned 3 credits in French, 15 credits in German, and 6 credits in Spanish. In this case, the language requirement cannot be satisfied by any single foreign language. Since the student has the greatest number of credits in German, the courses are applied toward the requirement for German coursework.

Events applied to "or" requirements during second-pass processing are flagged as *potential*, because their use may be different in a different compliance evaluation. The potential flag in the compliance output records does not control any other processing; it merely indicates that the flagged event has been used against an "or" requirement that has not been completely satisfied.

Hardcopy Output

The results of the compliance process are written to output records, and the date of the evaluation is recorded in the compliance request to indicate that the compliance evaluation was performed for the request.

Hardcopy output (if requested) can also be produced during the compliance process. Different hardcopy output formats can be designed using the Compliance Print Type Rules Form (SMACPRT). Hardcopy output can be requested when the compliance request is initiated or at a later time. When a compliance request is submitted, compliance processing checks if the compliance date was set for the compliance request. If not, a compliance evaluation is performed. Compliance processing then checks if there are any outstanding hardcopy requests for the compliance request. If any exist, the hardcopy output is produced. Compliance processing performs both the compliance evaluation and produces any requested hardcopy output.

Two forms are used to manage compliance requests.

- The Compliance Request Management Form (SMARQCM) is used to create and view compliance requests, create and view planned courses associated with the compliance request, create and view hardcopy output requests associated with the compliance request, and request processing of the compliance request and/or any associated output requests.
- The Compliance Request Activity Form (SMACACT) displays a summary of existing compliance requests and allows output records to be purged when

desired. It can also be used to perform queries on summary data about existing compliance requests.

Hardcopy Output Pages

The output document is composed of three "logical pages". Each logical page can be composed of more than one physical page, depending on the output options selected.

- Logical page 1 includes summary information and program/area/group output of all items except course/attribute detail.
- Logical page 2 includes area/group course/attribute detail (including information about any rules in use for the detail).
- Logical page 3 includes unused courses, planned courses, courses in-progress, and rejected courses.

While these sections do not produce a document that is limited to one page in length, they do allow you to design different output formats to fit different needs. For example, for students and advisors, you might want to print only logical pages 1 and 2. As you review the options available on the Compliance Print Type Rules Form (SMACPRT), which is the form used for designing your output formats, and experiment with designing output, you will see how the combination of print options and different logical pages allow you to design appropriate output.

All of the logical pages have the following elements.

- The standard page header appears at the top of every physical page of the document. It includes the student's name and ID, the compliance request number and compliance date, and the page number of the physical page within the document.
- Mailing information appears at the top of every logical page of the document, allowing logical pages to be used as stand-alone documents, if desired. The mailing information fits in a standard window envelope.
- Compliance summary information appears at the top of every logical page of the document, allowing logical pages to be used as stand-alone documents, if desired. The specific fields of compliance summary information to be printed can be selected using SMACPRT.

Logical page 1 contains "running two-column information" that includes:

- Compliance curriculum and curriculum source information
- Miscellaneous graduation information
- Text and restrictions for program, area, and group requirements
- Courses that satisfy area or group requirements.

Logical page 2 contains area and group text and course/attribute detail attachments, including attachment rules. The order in which information is printed is:

- Title of an area or group
- Brief summary (credits and/our courses required) from the area or group general requirements
- Area/group text
- Actual course/attribute detail attachments and rules.

Logical page 3 contains "running two-column information" that includes:

- In-progress courses
- Planned courses
- Rejected courses
- Unused courses
- Messages and disclaimers

Batch Compliance Processing

Compliance requests can be created and/or processed in batch using the Batch Compliance Process (SMRBCMP).

The Batch Compliance Process provides several options for requesting and/or producing compliance output. Batch compliance processing (also called "batch compliance") can do the following.

- Run the compliance process for outstanding requests, and produce any hardcopy output associated with processed requests.
- Produce hardcopy output requests that have been requested online but have not yet been produced. If the compliance process has not yet been run for a request with outstanding output, the compliance process will be performed first.

  This option allows you to print a group of individually-requested hardcopy output documents at the same time, rather than having them produced and sent to the printer one at a time using the Compliance Request Management Form (SMARQCM). Only hardcopy output requests that are flagged *not* to print immediately will be produced by runs of this type.
- Create new compliance and hardcopy output requests for a group of students, run the compliance process, and print requested output for the new records.

  This option allows you to run the compliance process and print hardcopy output for a group of students contained in a population selection. It can be used, for example, at the end of a term to produce compliance output for all

registered students after courses have been graded and rolled to academic history, or just before pre-registration to provide up-to-date compliance evaluations for advising purposes.

Whether compliance requests and hardcopy output requests are created online or in batch, or the requests are processed by immediate submission or in batch, compliance evaluation results can be viewed in the compliance results forms and the hardcopy output produced is the same.

When you specify Compliances (*C*) for the Run Mode parameter, the Batch Compliance Process performs a compliance evaluation for any outstanding compliance request records where the **Compliance Date** field on SMARQCM is blank. It also produces any outstanding hardcopy output associated with compliance requests for which the following conditions apply:

- Print date in the hardcopy output record is null
- **Print Immediately** checkbox (in the Hardcopy Request window of SMARQCM) for the hardcopy output request is not selected
- Value in the **Printer** field (in the Hardcopy Request window of SMARQCM) for the hardcopy output request matches the Printer ID parameter
- Value in the **Compliance Type** field (in the Hardcopy Request window of SMARQCM) for the hardcopy output request matches the Compliance Print Type parameter

The batch compliance process does not create any new compliance requests or hardcopy output requests when you select the *Compliances* run mode. Only outstanding compliance and/or hardcopy output requests are processed.

When you specify Hardcopy (*H*) for the Run Mode parameter, the Batch Compliance Process produces any hardcopy output where:

- Print date in the hardcopy output record is null
- **Print Immediately** checkbox (in the Hardcopy Request window of SMARQCM) for the hardcopy output request is not selected
- Value in the **Printer** field (in the Hardcopy Request window of SMARQCM) for the hardcopy output request matches the Printer ID parameter
- Value in the **Compliance Type** field (in the Hardcopy Request window of SMARQCM) for the hardcopy output request matches the Compliance Print Type parameter

The batch compliance process does not create any new hardcopy output requests when you select the *Hardcopy* run mode. Only outstanding hardcopy output requests are processed. (If the compliance evaluation has not been performed, the evaluation will be performed before the hardcopy output is produced.)

When you specify Population (*P*) for the Run Mode parameter, the Batch Compliance Process creates compliance requests based on the Curriculum Source parameter. The curriculum source can be any of the following:

- Recruiting record (*R*)
- Admissions application record (*A*)
- Student record (*S*)
- Degree record (*D*)

The batch compliance process selects the appropriate curriculum source record using the Process Term parameter and attempts to create a compliance request record based on the curriculum information in the source record. The values entered in the compliance request record are the same as those used when the curriculum data are copied from recruiting, admissions, general student, or academic history into a request record using SMARQCM.

Hardcopy output requests can also be created, based on the values in the following parameters:

- Produce Hardcopy for Population
- Compliance Print Type
- Send to Advisor
    - If you enter *Y*, the student's advisor assignments in effect for the process term parameter are selected).
    - If you enter *N*, the student's name is used as the "issued-to" name in the hardcopy output request. If the student also has an active address based on the values entered in the Address Hierarchy and Address Selection Date parameters, that address is inserted in the hardcopy output request.
- Primary Advisor Only
    - If you enter *Y*, only the student's primary advisor in effect for the process term is selected.
    - If you enter *N*, all advisors in effect for the process term for which the Advisor Type parameter matches the advisor type in the advisor assignment are selected. A hardcopy output request is created for each selected advisor, and the advisor's name is used as the "issued-to" name.
- Advisor Type

Because compliance requests created in batch do not allow user intervention other than the entry of parameter values, you should keep the following points in mind when you specify batch compliance parameters.

- When extracting records using Population Selection, carefully consider the relationships between the criteria you use. For example, you will get unpredictable results (or no results at all) if you extract a population of all students registered for a specific term and then specify Recruiting as your curriculum source.

Warning: If a request record cannot be created for a student in the population selection based on the curriculum source selected, no compliance evaluation will be performed and the message *No compliance request made* will be displayed in the detail section of the Batch Compliance Report (SMRBCMP).

- The curriculum source record selected for a student must include all data required to build a valid compliance request. If you plan to use batch compliance, you must ensure that valid values have been entered for the catalog term and program in the records you plan to use as curriculum source records; if they are not, compliance requests will not be created and compliance evaluations will not be performed.

Warning: If a source record exists for a student in the population and the term specified in the parameters, but the catalog term and program are not present in the source record, no compliance request will be created, no results will be produced, and the message *No compliance request made* will be displayed in the detail section of the SMRBCMP report.

- The Process Term parameter is used to seleclt the correct curriculum source records and is used as the evaluation term in the compliance request records created by the Batch Compliance Process.
  - If Recruiting records are specified as the curriculum source, a recruiting record must exist where the term code equals the value entered in the process term parameter. If multiple recruiting records exist for the term code specified in the process term parameter, multiple compliance requests are created and processed.
  - If Admissions records are specified as the curriculum source, an admissions record must exist where the entry term code equals the value entered in the process term parameter. If multiple admissions records exist with an entry term code equal to the value entered in the process term parameter, multiple compliance requests will be created and processed.

Note: If the program code entered in the secondary curriculum window of an admissions record is the same as the one in the primary curriculum window, the secondary curriculum data is treated as an extension of the primary curriculum. However, if the program code in the secondary curriculum is different from the one in the primary curriculum window, the secondary curriculum data is ignored. Therefore, if a compliance evaluation is desired for the secondary curriculum program, it must be requested manually through SMARQCM.

  - If Student records are specified as the curriculum source, a student record must exist where the effective term code equals the value entered in the process term parameter.

Note: If the program code entered in the secondary curriculum window of a general student record is the same as the one in the primary curriculum window, the secondary curriculum data is treated as an extension of the primary curriculum. However, if the program code in the secondary

curriculum is different from the one in the primary curriculum window, the secondary curriculum data is ignored. Therefore, if a compliance evaluation is desired for the secondary curriculum program, it must be requested manually through SMARQCM.

- If Degree records are specified as the curriculum source, a degree record must exist where the graduation term code equals the value entered in the process term parameter, and the degree status code value equals (one of) the value(s) entered in the degree status code parameter. If multiple degree records that meet the process term and degree status code parameters exist, then multiple compliance requests are created and processed.

Warning: Unless the graduation term is populated in Degree records, batch compliance will not select degree records for processing.

Because the process term is also used as the compliance request evaluation term and cannot be set differently for different students, the results of batch compliance might be slightly different than compliance output requested online when the evaluation term can be specified for an individual. Because the evaluation term controls the evaluation of course year limits and the selection of equivalent courses, these are the two areas where differences may occur.

- To reduce the number of parameters required for batch compliance, some of the values used to create compliance requests are hard-coded. For the most part, the hard-coded values are the same as the values that default when a new compliance request record is created using SMARQCM.

  One compliance parameter value that does not default on SMARQCM is the Originator Code. This compliance parameter is hard-coded in batch compliance processing. The value that defaults for the originator code during batch compliance processing is *AUTO*. Therefore, the value *AUTO* (with any description you desire) must exist in the Originator Code Validation Form (STVORIG). (The value *AUTO*' is also used in a number of other Banner processes to indicate that a record was created and/or updated automatically by a batch process.)

Warning: If the value *AUTO* does not exist on STVORIG, batch compliance will terminate unsuccessfully with the error *ORA-02291: integrity constraint (SATURN.FK1_SMRRQCM_INV_STVORIG_CODE) violated - parent key not found*. If this error occurs, add *AUTO* to STVORIG.

- The following are the valid values for the Sort Order parameter.
  - When Sort Order N(ame) is selected, hardcopy output produced by batch compliance is sorted by the value in the **Issued To** field in the Hardcopy Request window of SMARQCM. If the Send to Advisor parameter is *Y*, the issued-to name is the advisor's name. If the Send to Advisor parameter is *N*, the issued-to name is the student's name. Therefore, this one parameter can correctly sort requests so that they can be easily distributed either to students or to advisors.

- When Sort Order Z(ip, name) is selected, hardcopy output produced by batch compliance is sorted first by the ZIP/postal code in the hardcopy output request, then by the issued-to name. If the Send to Advisor parameter is *Y*, the issued-to name is the advisor's name. If the Send to Advisor parameter is *N*, the issued-to name is the student's name. Because advisor addresses are not inserted into hardcopy output request records, it would be inappropriate to select this sort order when the Send to Advisor parameter is *Y*. However, this sort order is appropriate if you are producing hardcopy output to mail to students.
- When Sort Order P(rogram, name) is selected, hardcopy output is sorted by the program code in the compliance request record for which hardcopy output is produced, then by the issued-to name. This sort option allows you to distribute hardcopy output by program. Because the issued-to name is also part of the sort order, this option produces output sorted first by program and then by name.

  In most cases, the files created by batch compliance are not important to the end user. However, the `smrbcmp_<oneup>.log` file information required to continue processing in the event batch compliance processing terminates before completion. Batch compliance writes the session ID to the `smrbcmp_<oneup>.log` file to facilitate restart of a batch. To restart a batch, run the Batch Compliance Process, entering this number in the Session ID parameter. When a job is restarted, all other parameters are ignored.

Compliance Request Procedures

The Compliance Request Management Form (SMARQCM) can be used to:

- Add a new request for a compliance evaluation
- Define "planned courses" associated with the compliance request
- Create requests for hardcopy output
- Submit a request for processing

You select Submit for Processing on the Options Menu to perform a compliance evaluation and/or produces hardcopy output.

Once a compliance request has been processed, you can not make any changes to the compliance request itself, but you can create hardcopy output requests and submit them for processing. You can also process charges to the student's account for compliance processing and/or printing hardcopy output.

The rest of this section covers the following procedures for compliance requests:

- "Creating Compliance Requests" on page 6-13
- "Copying Information from One Request to Another" on page 6-15
- "Creating Hardcopy Output Requests" on page 6-17
- "Creating Charges for Compliance Requests" on page 6-18
- "Creating Charges for Hardcopy Output" on page 6-19
- "Reviewing Compliance Results Online" on page 6-20
- "Purging Compliance Requests" on page 6-20

Creating Compliance Requests

You use the Compliance Request Management Form (SMARQCM) to generate compliance requests. At a minimum, you must complete the main window and the Compliance Curriculum window. You can also enter information about planned courses and/or request hardcopy output.

1. Access the Compliance Request Management Form (SMARQCM).

2. Create a new record.

3. In the main window, enter the fields necessary to define your compliance request. At a minimum, you must enter the evaluation term. If default values are displayed in any of the fields, you can change them, if desired.

   Note: Some fields may become required or not allowed based on the information entered in other fields.

4. Go to the Compliance Curriculum window.

5. Enter the curriculum information for your compliance request. At a minimum, you must enter data in the following fields:
   - **Program**
   - **Catalog Term**
   - **Level**
   - **College**
   - **Degree**
   - **Major 1**

If desired, you can copy curriculum information from another source into the Compliance Curriculum using one of the Options menu selections.

- Select Copy from Recruiting Information from the Options menu to copy curriculum information from a Recruiting record. The system displays the Prospect Summary Form (SRASUMI), from which you can select a recruiting record and copy its curriculum information to the compliance request.
- Select Copy from Admissions Application from the Options menu to copy curriculum information from an Application record. The system displays the Admissions Application Summary Form (SAASUMI), from which you can select an admissions application and copy its curriculum information to the compliance request.
- Select Copy from Student Record from the Options menu to copy curriculum information from a Student record. The system displays the General Student Summary Form (SGASTDQ), from which you can select a student record and copy its curriculum information to the compliance request.
- Select Copy from Student's Degrees from the Options menu to copy curriculum information from a Degree record. The system displays the Degree Summary Form (SHADGMQ), from which you can select a degree record and copy its curriculum information to the compliance request.
- Select Copy from Another Request from the Options menu to copy curriculum information from an existing compliance request. The system displays the Requests Summary window, from which you can select an existing compliance request and copy its curriculum information to the new compliance request. When the cursor is positioned on the request you want to copy from, select Copy Selected Request from the Options menu to copy curriculum data from the selected request.

6. Save your changes.

7. If desired, enter information about courses the student is taking or planning to take in the Planned Courses window, then save your changes.

8. If desired, enter hardcopy output requests in the Hardcopy Request window, then save your changes. (See "Creating Hardcopy Output Requests" on page 6-17 for more information.)

9. If desired, enter billing information for the compliance request in the Request Billing Information window, then save your changes. (See "Creating Charges for Compliance Requests" on page 6-18 for more information.)

10. If desired, enter billing information for the hardcopy request in the Hardcopy Billing Information window. (See "Creating Charges for Hardcopy Output" on page 6-19 for more information.)

11. When finished entering all data for the compliance request, select Submit for Processing from the Options menu.

12. While the system processes the request, a *Performing Compliance* message is displayed.

13. When compliance processing is completed, the following types of output are produced.
    - Compliance output records are created in the output tables. Output forms and hardcopy output display only these compliance results. Select Display Compliance Results from the Options menu to view compliance output online.
    - The Program Compliance Report (SMRCMPL) is produced, if requested by selecting the **Create Course Select Report** checkbox in the form's main window. This report lists the courses and attributes brought into the compliance output to be considered by the evaluation process. If errors occurred, it also displays error messages that can help you determine why results were not produced or why results are different from expected. For example, if the specified program is not active or has no areas to process, an error message is displayed in the report.

      When building the list of courses to be included in the SMRCMPL report, courses that are being repeated are handled as follows. Any in-progress course is included in the report if it is "balanced" by a course whose grade does not indicate "completed" (for example, withdrawn or fail). If not balanced by a course that has not been completed, the in-progress course is not included. (For example, an in-progress course is not included if it is being repeated to earn a better grade.) This gives students the "benefit of doubt" and assumes that the in-progress course will be completed successfully. If the student does not successfully complete in-progress courses, subsequent runs of the compliance process will reflect this.
    - The log file `smrcmpl_<oneup>.log` (where *<oneup>* represents the one-up job sequence number assigned to the compliance evaluation) is written to your home directory. This file can assist debugging system errors if any occur during compliance processing.
    - If the **Print Immediately** checkbox on the Hardcopy Request window of SMARQCM is selected, hardcopy output associated with the compliance request is produced in the `smrcrlt_<oneup>.lis` file.

Copying Information from One Request to Another

You can copy values from an existing request to a new one using the following forms:

- Compliance Request Management Form (SMARQCM)
- Compliance Request Activity Form (SMACACT)

To copy a request using SMARQCM:

1. Access SMARQCM.
2. Enter the student's ID in the **ID** field.
3. Without going to the next block, select Copy Existing Request from the Options menu.
4. When the Copy Existing Request window is displayed, in the **Request Number to Copy From** field, enter the number of the request that you want to copy.
5. If you want to copy values for planned courses, select the **Copy Planned Courses** checkbox.
6. Select the Process Copy button.

   The system copies all values from the original request to the new one.
7. Review the copied values and make any changes as desired.
8. Save your changes.

To copy a request using SMACACT:

1. Access SMACACT.
2. Perform a query to locate the request to be copied.
3. Select the **Mark Recreate** checkbox (located in the scrolling box on the right of the window).
4. Select Copy Marked Requests from the Options menu.

   When the alert box asking if you want to create hardcopy output is displayed, if you do not want hardcopy output to be created, select Continue. The system copies the request and redisplays SMACACT.

   If you want hardcopy output to be created, perform the following substeps first.

   (a) Select Yes.

   (b) Complete the Hardcopy Print Request window.

   (c) *Before you save your changes*, if you want to create a charge for the hardcopy output, select Bill for Hardcopy Output from the Options menu, and save your changes in that window.

   (d) Save your changes in the Hardcopy Print Request window.

   The system copies the request and redisplays SMACACT.

Creating Hardcopy Output Requests

The Hardcopy Request window of the Compliance Request Management Form (SMARQCM) is used to enter or display requests for printed compliance hardcopy output. When a hardcopy request is entered and submitted, the compliance process generates the compliance evaluation for the request, if necessary, and then prints any requested output for the request. If the compliance evaluation was previously performed, submitting the request for processing output only produces the printed output.

Hardcopy output requests can be either printed immediately or saved for batch processing.

1. If you are creating a hardcopy request as part of a new compliance request, go to step 2. If you are creating a hardcopy request for an existing compliance request, perform the following substeps first.

   (a) Access the Compliance Request Management Form (SMARQCM).

   (b) Complete the key block.

   (c) Go to the next block.

   (d) Perform a query to find the request.

2. Select Request Hardcopy Output from the Options menu.

3. In the **Compliance Type** field, enter the code for the type of compliance output to be produced.

4. If you want the output to be produced on a future day, enter the date in the **Request Date** field. Otherwise, leave the value as the current date, which defaults into the field.

   Note: Batch printing of outstanding hardcopy requests or submitting the request on or after the specified date will be required to produce the output.

5. If you want the output to be printed immediately, select the **Print Immediately** checkbox.

   Note: If the **Print Immediately** checkbox is cleared, the output will not be produced by online submission, but must be produced in batch instead.

6. If you want more than one copy to be printed, enter the number of copies you want in the **Copies** field.

7. Enter the "issued to" information in one of the following ways.
   - Use the **Outside Institution**, **Internal College Code**, **Internal Department**, or **Student Address Type** field to default "issued to" information. Entering a valid value in any of these fields will default the entity's information into the **Issued** fields.

     - or -
   - Enter the "issued to" information manually.

8. Save your changes.

   After saving a hardcopy output request, submitting the request will cause the compliance process to run (if required) and will produce any outstanding hardcopy output requests for which the request date is equal to or less than the current date and the **Print Immediately** checkbox is selected.

9. To submit the request, select Submit for Processing from the Options menu.

Creating Charges for Compliance Requests

The Request Billing Information window of the Compliance Request Management Form (SMARQCM) allows you to submit charges to Accounts Receivable to recoup costs associated with the compliance request. It can be used at any time.

The Request Billing Information window can be used to send authorized charges directly to a student's account in the Accounts Receivable module. The system logs the transactions to a cashiering session identified by the user ID displayed in the **Authorized** field.

Note: If restrictions are being enforced based on user profile information (controlled by a flag on the Accounts Receivable Billing Control Form [TGACTRL]), the user must be authorized to use specific categories of detail codes on the User Profile Form (TGAUPRF).

When you create a charge using the Request Billing Information window, the transaction is sent to Accounts Receivable when the transaction is saved. Review of fees associated with compliance requests can be done using forms within the Accounts Receivable module.

1. If you are creating a charge as part of a new compliance request, go to step 2. If you are creating a charge for an existing compliance request, perform the following substeps first.

   (a) Access the Compliance Request Management Form (SMARQCM).

   (b) Complete the key block.

(c) Go to the next block.

(d) Perform a query to find the request.

2. Select Bill for Evaluation Services from the Options menu.

3. In the **Billing Term** field, enter the code of the term associated with the charge.

4. In the **Fee Charged** field, specify the processing to take place. Valid values are:
   - *Y* - Charge a fee
   - *N* - Do not charge a fee
   - *W* - Waive a fee

5. If you enter *Y* or *W* in the **Fee Charged** field, enter the detail code to be used for the charge in the **Detail Code** field.

   The system enters values in the remaining fields. You can change the amount in the **Fee Amount** field, if desired.

6. Save your changes.

Creating Charges for Hardcopy Output

Use the Hardcopy Billing Information window of the Compliance Request Management Form (SMARQCM) to create Accounts Receivable charges associated with a hardcopy request.

You can send authorized charges directly to a student's account in the Accounts Receivable module and log those transactions to a cashiering session identified by the user ID displayed in the **Authorized** field.

Note: If restrictions are being enforced based on user profile information (controlled by a flag on the Accounts Receivable Billing Control Form [TGACTRL]), the user must be authorized to use specific categories of detail codes on the User Profile Form (TGAUPRF).

When you create a charge using the Hardcopy Billing Information window, the transaction is sent to Accounts Receivable when the transaction is saved. Review of fees associated with compliance requests can be done using forms within the Accounts Receivable module.

1. If you are creating a charge as part of a new hardcopy output request, go to step 2. If you are creating a charge for an existing hardcopy output, perform the following substeps first.

   (a) Access the Compliance Request Management Form (SMARQCM).

   (b) Complete the key block.

(c) Go to the next block.

(d) Perform a query to find the request.

2. Select Request Hardcopy Output from the Options menu.

3. When the Hardcopy Request window is displayed, select Bill for Hardcopy Output from the Options menu.

4. In the **Billing Term** field, enter the code of the term associated with the charge.

5. In the **Fee Charged** field, specify the processing to take place. Valid values are:
   - *Y* - Charge a fee
   - *N* - Do not charge a fee
   - *W* - Waive a fee

6. If you enter *Y* or *W* in the **Fee Charged** field, enter the detail code to be used for the charge in the **Detail Code** field.

   The system enters values in the remaining fields. You can change the amount in the **Fee Amount** field, if desired.

7. Save your changes.

Reviewing Compliance Results Online

Compliance results can be displayed online using the following forms:

- Compliance Results Inquiry Form (SMICRLT)
- Program Output Inquiry Form (SMIPOUT)
- Area Output Inquiry Form (SMIAOUT)
- Group Output Inquiry Form (SMIGOUT)

The compliance review forms generally provide more detail than can be accommodated in hardcopy output. They are also designed to support a "drill-down" review of compliance results. That is, they begin by showing you a summary of the results and then let you access more detail about each item.

Purging Compliance Requests

You use the Compliance Request Activity Form (SMACACT) to purge compliance requests. You can purge the detail associated with a request or purge the entire request.

During a compliance evaluation, many compliance output records can be created. This can cause the "build-up" of a significant number of compliance-related records.

In many cases, only the results of the most recent compliance evaluation are meaningful, and a significant amount of disk space could be recovered by purging unneeded compliance-related records.

1. Access the Compliance Request Activity Form (SMACACT).
2. Perform a query to locate the request(s) to be purged.
3. Select the **Mark Purge** checkbox for each record to be purged.
4. Choose the appropriate selection from the Options menu.
   - If you want to purge only the request detail, select Purge Detail Only.
   - If you want to purge the request(s) in entirety , select Purge Detail and Request.

   The system performs the purge and redisplays SMACACT.

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Chapter 7 Compliance Forms, Processes, and Reports

This chapter covers forms used for working with CAPP, including the following sections:

- "Compliance Rules Forms" on page 7-1
- "Compliance Processing Forms" on page 7-42
- "Compliance Results Forms" on page 7-87
- "Compliance Reports and Processes" on page 7-213

Compliance Rules Forms

This section covers the following forms, which are used for defining rules for compliance requests:

- "Compliance Print Type Rules Form (SMACPRT)" on page 7-1
- "Compliance Default Parameters Form (SMADFLT)" on page 7-38

Compliance Print Type Rules Form(SMACPRT)

Use the Compliance Print Type Rules Form (SMACPRT) to define what information you want to appear in printed output. You must define each compliance print type separately.

This form includes the following windows:

- "Main Window" on page 7-2
- "Program Print Information Window" on page 7-10
- "Program Restrictions Window" on page 7-13
- "Area Options Overview Window" on page 7-15
- "Area Print Information Window" on page 7-16
- "Area Restrictions Window" on page 7-18
- "Area Group Attachment Window" on page 7-20
- "Area Detail Attachment Window" on page 7-22
- "Area Detail Rule Attachments Window" on page 7-24
- "Area Rule Additional Information Window" on page 7-26
- "Group Print Information Window" on page 7-28

- "Group Restrictions Window" on page 7-30
- "Group Detail Attachment Window" on page 7-32
- "Group Detail Rule Attachments Window" on page 7-34
- "Group Rule Additional Information Window" on page 7-36

Main Window

The main window is composed of the Key Block and the General Information block.

Key Block

Use this block to specify the complaince type for which you want to define compliance output.

Fields	Descriptions		
Compliance Type	Code of the compliance type. Select the Search button for this field to display the Option List.		
	(lookup)	List	Compliance Type Validation (STVCPRT)
	(lookup)	Count Hits	Existing Compliance Types (STVCPRT)

General Information Block

Use this block to define the general output information for the compliance type specified in the Key Block.

Fields	Descriptions
Advisor	Specify whether the name of the student's current advisor is to be printed. Valid values are *Print Name* (default) and *Do Not Print*. The advisor name comes from the Multiple Advisors Form (SGAADVR). The advisor name, if printed, appears in the Compliance Summary section on the first physical page of each logical page.

Fields	Descriptions
Originator Code	Specify which originator code information is to be printed. Valid values are *Print Code/Desc* (default), *Print Code, Print Desc* and *Do Not Print*. Originator code information comes from the **Origin Code** field on the Compliance Request Management Form (SMARQCM). If the originator code is printed, it appears in the Compliance Summary section on the first physical page of each logical page.
Originator ID	Specify whether the originator ID information is to be printed. Valid values are *Print Name* (default) and *Do Not Print*. Originator ID information comes from the **Origin ID** field on SMARQCM. If the originator ID is printed, it appears in the Compliance Summary section on the first physical page of each logical page.
Program	Specify which program information is to be printed. Valid values are *Print Code/Desc* (default), *Print Code, Print Desc* and *Do Not Print*. Program information comes from the **Program** field in the Compliance Curriculum window on SMARQCM. If program information is printed, it appears in the Compliance Summary section on the first physical page of each logical page.
Level	Specify which level information is to be printed. Valid values are *Print Code/Desc* (default), *Print Code, Print Desc* and *Do Not Print*. Level information comes from the **Level** field in the Compliance Curriculum window on SMARQCM. If level information is printed, it appears in the Compliance Summary section on the first physical page of each logical page.

Fields	Descriptions
Campus	Specify which campus information is to be printed. Valid values are *Print Code/Desc* (default), *Print Code, Print Desc* and *Do Not Print*. Campus information comes from the **Campus** field in the Compliance Curriculum window on SMARQCM. If campus information is printed, it appears in the Compliance Summary section on the first physical page of each logical page.
College	Specify which college information is to be printed. Valid values are *Print Code/Desc* (default), *Print Code, Print Desc* and *Do Not Print*. College information comes from the **College** field in the Compliance Curriculum window on SMARQCM. If college information is printed, it appears in the Compliance Summary section on the first physical page of each logical page.
Degree	Specify which degree information is to be printed. Valid values are *Print Code/Desc* (default), *Print Code, Print Desc* and *Do Not Print*. Degree information comes from the **Degree** field in the Compliance Curriculum window on SMARQCM. If degree information is printed, it appears in the Compliance Summary section on the first physical page of each logical page.
Evaluation Term	Specify which evaluation term information is to be printed. Valid values are *Print Code/Desc* (default), *Print Code, Print Desc* and *Do Not Print*. The evaluation term information is specified in the **Evaluation Term** field on SMARQCM. If evaluation term is printed, it appears in the running, two-column information on the first physical page of each logical page.

Fields	Descriptions
Curriculum Source	Specify whether curriculum source information is to be printed. Valid values are *Print Source* (default) and *Do Not Print*. Curriculum source information comes from the **Source** field in the Compliance Curriculum window on SMARQCM. If the curriculum source is printed, it appears in the running two-column information on the first page of logical page 1.
Curriculum Details	Specify which curriculum detail information is to be printed. Valid values are *Print Code/Desc* (default), *Print Code, Print Desc* and *Do Not Print*. Curriculum detail information comes from the **Major**, **Department**, **Concentration**, and **Minor** fields for the first major in the Compliance Curriculum window on SMARQCM. If curriculum detail information is printed, it appears in the running, two-column information on logical page 1.
Additional Curriculum Detail	Specify which additional curriculum detail information is to be printed. Valid values are *Print Code/Desc* (default), *Print Code, Print Desc* and *Do Not Print*. Additional curriculum detail information comes from the **Major**, **Department**, **Concentration**, and **Minor** fields for the second major in the Additional Curriculum window on SMARQCM. If additional curriculum detail information is printed, it appears in the running, two-column information on logical page 1.

Fields	Descriptions
Admit Term	Specify whether admit term information is to be printed. Valid values are *Print Code/Desc* (default), *Print Code, Print Desc* and *Do Not Print*. Admit term information comes from one of the following: • The intended entry term on the Recruit Prospect Information Form (SRARECR) if the source of the curriculum information of the compliance request was a recruiting record • The entry term on the Admissions Application Form (SAAADMS) if the source of the curriculum information of the compliance request was an admissions application • The admit term on the General Student Form (SGASTDN) for the matching curriculum if the source of the compliance request was a general student record **Note:** If the source of a compliance request is *History* or *User*, no admit term is printed even if this option is selected because no admit term can be derived from these sources. If admit term information is printed, it appears in the running, two-column information on logical page 1.

Fields	Descriptions
Expected Graduation Date	Specify which expected graduation date detail information is to be printed. Valid values are *Print Date* (default) and *Do Not Print*. Expected graduation date information comes from the one of the following: • The **Expected Graduation Date** field in Academic and Graduation Status, Dual Degree window of the SGASTDN if the source of the compliance request was a student record • The **Graduation Date** field as displayed on the Degree and Formal Awards Form (SHADEGR) if the source of the compliance request was a degree record **Note:** If the source of the curriculum information was a recruiting or admissions record, if the curriculum information was another request, or if the curriculum information was directly entered, no expected graduation date is printed because no date can be derived from these sources. If expected graduation date information is printed, it appears in the running, two-column information on logical page 1.
Degree/ Graduation Status	Specify which degree status information is to be printed. Valid values are *Print Code/Desc* (default), *Print Code, Print Desc* and *Do Not Print*. If the source of the compliance request was a degree record, degree status detail information comes from **Outcome Status** field on SHADEGR. **Note:** If the source of the curriculum information was anything other than a degree record, no degree status is printed because no status can be derived from other sources. If degree status information is printed, it appears in the running, two-column information on logical page 1.

Fields	Descriptions
Current Class	Specify which student classification information is to be printed. Valid values are *Print Code/Desc* (default), *Print Code, Print Desc* and *Do Not Print*. Student classification information is calculated based on the student's completed work in academic history. If student classification information is printed, it appears in the running, two-column information on logical page 1.
Print General/ Summary Page	Checkbox used to indicate whether the General/Summary logical page is to be printed. The general/summary page includes program, area, and group general requirements, non-course requirements, restrictions, and so on. If the checkbox is cleared, the page is not printed regardless of the options selected for individual print items that can appear on the page.
Print In-Progress Course	Checkbox used to indicate whether in-progress course information is to be printed. Whether or not in-progress courses are used for a compliance evaluation is based on selections made when the compliance request is entered on SMARQCM. The source (*History*, *Transfer*, *In-Progress*, or *Planned*) is indicated in all compliance output (online and hardcopy). This checkbox does not control how in-progress courses are used in compliance evaluations. It only controls whether in-progress courses are printed in a separate section of the hardcopy output. If in-progress course information is printed, it appears in the running, two-column information on logical page 3.
Print Planned Course	Checkbox used to indicate whether planned course information is to be printed. Planned courses are maintained for a compliance request on SMARQCM. The source (*History*, *Transfer*, *In-Progress*, or *Planned*) is indicated in all compliance output (online and hardcopy). This checkbox does not control how planned courses are used in compliance evaluations. It only controls whether planned courses are printed in a separate section of the hardcopy output. If planned course information is printed, it appears in the running, two-column information on logical page 3.

Fields	Descriptions
Print Rejected Course	Checkbox used to indicate whether rejected course information is to be printed. This checkbox does not control how rejected courses are used in compliance evaluations. It only controls whether rejected courses are printed in a separate section of the hardcopy output. If rejected course information is printed, it appears in the running, two-column information on logical page 3.
Print Detail Attachment Page	Checkbox used to indicate whether the Detail Attachment logical page is to be printed. The Detail Attachment page includes: • Selected area and/or group text • Information about area and group course/attribute detail attachments and any course/attribute detail rules • Courses that fulfill course/attribute detail requirements and/or rules If the checkbox is cleared, the page is not printed regardless of the options selected for individual print items that can appear on the page.
Print Unused Course	Checkbox used to indicate whether unused course information is to be printed. **Note:** This checkbox does not control how courses can or cannot be used in compliance evaluations. It only controls whether unused courses are printed in a separate section of the hardcopy output. If unused course information is printed, it appears in the running, two-column information on logical page 3.

Fields	Descriptions
Print Message/ Disclaimers	Checkbox used to indicate whether messages and disclaimers are to be printed. If messages and disclaimers are printed, they appear in the running, two-column information on logical page 3. **Note:** No message/disclaimer tables or forms are delivered yet, and the functionality associated with this checkbox is not currently available, although it is planned for the future. You can build your rules as appropriate so that when messages and disclaimers are provided, the rules governing their use will be in place.
Print In-Progress, Planned, Rejected, Unused Courses and Disclaimers Page	Checkbox used to indicate whether the Other Information logical page is to be printed. The Other Information page includes the details of in-progress courses, planned courses, rejected courses, unused courses, and messages/disclaimers. **Note:** Planned and in-progress courses also appear in the Course/Attribute Detail page if they have been used to fulfill requirements. If the checkbox is cleared, the page is not printed regardless of the options selected for individual print items that can appear on the page.

Program Print Information Window

Use the Program Print Information window to enter print rules for program information for the compliance type entered in the key block of the main window.

Fields	Descriptions

For the following fields, the values in the pull-down lists are defined as follows:

- *Print Req Met/Not Met* - Always print regardless of whether the program's requirements are met or not met
- *Print Req Met* - Print only when the program's requirements are met
- *Print Req Not Met* - Print only when the program's requirements are not met
- *Do Not Print* - Do not print

Fields	Descriptions
Program Met General Requirements	Checkbox used to indicate whether program general requirements should be printed if all program requirements have been fulfilled. If program general requirements that have been met are printed, they appear in the running, two-column information on logical page 1.
Program Not Met General Requirements	Select the conditions under which program general requirements that have not been met should be printed. Valid values are *Print Req Met/Not Met* (default), *Print Req Met, Print Req Not Met* and *Do Not Print*.
Program Met Non-Course Requirements	Checkbox used to indicate whether program non-course requirements should be printed if all program requirements have been fulfilled. If program non-course requirements are printed, they appear in the running, two-column information on logical page 1.
Program Not Met Non-Course Requirements	Select the conditions under which program non-course requirements should be printed. Valid values are *Print Req Met/Not Met* (default), *Print Req Met, Print Req Not Met* and *Do Not Print*.
Program Met Required Attributes	Checkbox used to indicate whether program required attributes should be printed if all program requirements have been fulfilled. If program required attributes are printed, they appear in the running, two-column information on logical page 1.
Program Not Met Required Attributes	Select the conditions under which program required attributes should be printed. Valid values are *Print Req Met/Not Met* (default), *Print Req Met, Print Req Not Met* and *Do Not Print*.

Fields	Descriptions

For the following fields, the values in the pull-down lists are defined as follows:

- *Print Program Met/Not Met* - Always print regardless of whether the program's requirements are met or not met
- *Print Program Met* - Print only when the program's requirements are met
- *Print Program Not Met* - Print only when the program's requirements are not met
- *Do Not Print* - Do not print

Additional Course Levels to Include/Exclude

Specify the conditions under which program additional levels should be printed.

Valid values are *Print Program Met/Not Met* (default), *Print Program Met, Print Program Not Met* and *Do Not Print.*

If program additional levels are printed, they appear in the running, two-column information on logical page 1.

Program Text

Specify the conditions under which program text should be printed.

Valid values are *Print Program Met/Not Met* (default), *Print Program Met, Print Program Not Met* and *Do Not Print.*

If program text is printed, it appears in the running, two-column information on logical page 1.

Type Met

Compliance print type associated with program text for met program requirements.

Any lines of program text entered on the Program Requirements Form (SMAPROG) that have the print code specified in this field will be printed.

Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list.

(lookup)	List	Compliance Print Code Validation (STVPRNT)

Fields	Descriptions
Type Not Met	Compliance print type associated with program text for unmet program requirements. Any lines of program text entered on SMAPROG that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)

Program Restrictions Window

Use the Program Restrictions window to enter print rules for program restrictions for the compliance type entered in the key block of the main window.

Fields	Descriptions
	For the following fields, the values in the pull-down lists are defined as follows: • *Print Program Met/Not Met* - Always print regardless of whether the program's requirements are met or not met • *Print Program Met* - Print only when the program's requirements are met • *Print Program Not Met* - Print only when the program's requirements are not met • *Do Not Print* - Do not print
Restricted Course/Attribute Detail	Select the conditions under which program restricted course/attribute detail should be printed. Valid values are *Print Program Met/Not Met* (default), *Print Program Met, Print Program Not Met* and *Do Not Print.* If program restricted course/attribute detail is printed, it appears in the running, two-column information on logical page 1.
Restricted Course/Attribute Text	Select the conditions under which program restricted course/attribute text should be printed. Valid values are *Print Program Met/Not Met* (default), *Print Program Met, Print Program Not Met* and *Do Not Print.* If program restricted course/attribute text is printed, it appears in the running, two-column information on logical page 1.

Fields	Descriptions
Type Met	Compliance print type associated with restricted course/attribute text for met program requirements. Any lines of restricted course/attribute text entered on the Program Requirements Form (SMAPROG) that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)
Type Not Met	Compliance print type associated with restricted course/attribute text for unmet program requirements. Any lines of restricted course/attribute text entered on SMAPROG that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)
Restricted Grades Details	Select the conditions under which program restricted grade detail should be printed. Valid values are *Print Program Met/Not Met* (default), *Print Program Met, Print Program Not Met* and *Do Not Print*. If program restricted grade detail is printed, it appears in the running, two-column information on logical page 1.
Restricted Grades Text	Select the conditions under which program restricted grade text should be printed. Valid values are *Print Program Met/Not Met* (default), *Print Program Met, Print Program Not Met* and *Do Not Print*. If program restricted grade text is printed, it appears in the running, two-column information on logical page 1.

Fields	Descriptions
Type Met	Compliance print type associated with restricted grade text for met program requirements. Any lines of restricted grade text entered on SMAPROG that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)
Type Not Met	Compliance print type associated with restricted grade text for unmet program requirements. Any lines of restricted grade text entered on SMAPROG that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)

Area Options Overview Window

Use the Area Options Overview window to enter print rules for program and area information for the compliance type entered in the key block of the main window.

Fields	Descriptions
Used Areas	Checkbox used to indicate that a summary of the program's used areas should be printed. If used area information is printed, it appears in the running, two-column information on logical page 1.

Fields	Descriptions
Eliminated Areas	Checkbox used to indicate that a summary of the program's eliminated areas should be printed. Areas are eliminated in the following circumstances: • Area's general requirements are inactive • Adynamic area is attached to a non-captive program and none of the area's qualifiers match the student's characteristics If eliminated area information is printed, it appears in the running, two-column information on logical page 3.

Area Print Information Window

Use the Area Print Information window to enter print rules for area information for the compliance type entered in the key block of the main window.

Fields	Descriptions
	For the following fields, the values in the pull-down lists are defined as follows: • *Print Req Met/Not Met* - Always print regardless of whether the area's requirements are met or not met • *Print Req Met* - Print only when the area's requirements are met • *Print Req Not Met* - Print only when the area's requirements are not met • *Do Not Print* - Do not print
Area Met General Requirements	Checkbox used to indicate whether area general requirements should be printed if all area requirements have been fulfilled. If met area general requirements are printed, they appear in the running, two-column information on logical page 1.
Area Not Met General Requirements	Select the conditions under which area general requirements should be printed. Valid values are *Print Req Met/Not Met* (default), *Print Req Met, Print Req Not Met* and *Do Not Print.*

Fields	Descriptions

For the following fields, the values in the pull-down lists are defined as follows:

- *Print Area Met/Not Met* - Always print regardless of whether the area's requirements are met or not met
- *Print Area Met* - Print only when the area's requirements are met
- *Print Area Not Met* - Print only when the area's requirements are not met
- *Do Not Print* - Do not print

Additional Course Levels to Include/Exclude

Specify the conditions under which area additional levels should be printed.

Valid values are *Print Area Met/Not Met* (default), *Print Area Met, Print Area Not Met* and *Do Not Print.*

If area additional levels are printed, they appear in the running, two-column information on logical page 1.

Area Text

Specify the conditions under which area text should be printed.

Valid values are *Print Area Met/Not Met* (default), *Print Area Met, Print Area Not Met* and *Do Not Print.*

If area text is printed, it appears in the running, two-column information on logical page 1.

Type Met

Compliance print type associated with area text for met area requirements.

Any lines of area text entered on the Area Requirements Form (SMAAREA) that have the print code specified in this field will be printed.

Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list.

(lookup)	List	Compliance Print Code Validation (STVPRNT)

Type Not Met

Compliance print type associated with area text for unmet area requirements.

Any lines of area text entered on SMAAREA that have the print code specified in this field will be printed.

Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list.

(lookup)	List	Compliance Print Code Validation (STVPRNT)

Area Restrictions Window

Use the Area Restrictions window to enter print rules for area restrictions for the compliance type entered in the key block of the main window.

Fields **Descriptions**

For the following fields, the values in the pull-down lists are defined as follows:

- *Print Area Met/Not Met* - Always print regardless of whether the area's requirements are met or not met
- *Print Area Met* - Print only when the area's requirements are met
- *Print Area Not Met* - Print only when the area's requirements are not met
- *Do Not Print* - Do not print

Restricted Course/Attribute Detail

Select the conditions under which area restricted course/attribute detail should be printed.

Valid values are *Print Area Met/Not Met* (default), *Print Area Met, Print Area Not Met* and *Do Not Print*.

If area restricted course/attribute detail is printed, it appears in the running, two-column information on logical page 1.

Restricted Course/Attribute Text

Select the conditions under which area restricted course/attribute text should be printed.

Valid values are *Print Area Met/Not Met* (default), *Print Area Met, Print Area Not Met* and *Do Not Print*.

If area restricted course/attribute text is printed, it appears in the running, two-column information on logical page 1.

Type Met

Compliance print type associated with restricted course/attribute text for met area requirements.

Any lines of restricted course/attribute text entered on the Area Requirements Form (SMAAREA) that have the print code specified in this field will be printed.

Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list.

(lookup)	List	Compliance Print Code Validation (STVPRNT)

Fields	Descriptions
Type Not Met	Compliance print type associated with restricted course/attribute text for unmet area requirements. Any lines of restricted course/attribute text entered on SMAAREA that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)
Restricted Grade Detail	Select the conditions under which area restricted grade detail should be printed. Valid values are *Print Area Met/Not Met* (default), *Print Area Met, Print Area Not Met* and *Do Not Print.* If area restricted grade detail is printed, it appears in the running, two-column information on logical page 1.
Restricted Grade Text	Select the conditions under which area restricted grade text should be printed. Valid values are *Print Area Met/Not Met* (default), *Print Area Met, Print Area Not Met* and *Do Not Print.* If area restricted grade text is printed, it appears in the running, two-column information on logical page 1.

Fields	Descriptions
Type Met	Compliance print type associated with restricted grade text for met area requirements. Any lines of restricted grade text entered on SMAAREA that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)
Type Not Met	Compliance print type associated with restricted grade text for unmet area requirements. Any lines of restricted grade text entered on SMAAREA that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)

Area Group Attachment Window

Use the Area Group Attachment window to enter print rules for area group attachments for the compliance type entered in the key block of the main window.

Fields	Descriptions
	For the following fields, the values in the pull-down lists are defined as follows: • *Print Area Met/Not Met* - Always print regardless of whether the area's requirements are met or not met • *Print Area Met* - Print only when the area's requirements are met • *Print Area Not Met* - Print only when the area's requirements are not met • *Do Not Print* - Do not print
Group	Select the conditions under which area group attachments should be printed. Valid values are *Print Area Met/Not Met* (default), *Print Area Met, Print Area Not Met* and *Do Not Print*. If area group attachments are printed, they appear in the running, two-column information on logical page 1.

Fields	Descriptions
Rule	Select the conditions under which area attachment rules should be printed. Valid values are *Print Area Met/Not Met* (default), *Print Area Met, Print Area Not Met* and *Do Not Print.* If area group attachment rules are printed, they appear in the running, two-column information on logical page 1.
Rule Text	Select the conditions under which group rule text should be printed. Valid values are *Print Area Met/Not Met* (default), *Print Area Met, Print Area Not Met* and *Do Not Print.* If group rule text is printed, it appears in the running, two-column information on logical page 1.
Text Type	Compliance print type associated with group rule text. Any lines of group rule text entered on the Area Requirements Form (SMAAREA) that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)
Rule Conditions	Checkbox used to indicate that print rule condition for a group rule attachment should be printed. If group rule conditions are printed, they appear in the running, two-column information on logical page 1.

Area Detail Attachment Window

Use the Area Detail Attachment window to enter print rules for area course/attribute detail attachment information for the compliance type entered in the key block of the main window.

Fields	Descriptions

For the following fields, the values in the pull-down lists are defined as follows:

- *Print Area Met/Not Met* - Always print regardless of whether the area's requirements are met or not met
- *Print Area Met* - Print only when the area's requirements are met
- *Print Area Not Met* - Print only when the area's requirements are not met
- *Do Not Print* - Do not print

Requirement Met Detail Requirement

Checkbox used to indicate whether detail requirement information should be printed if all area requirements have been fulfilled.

If met detail requirement information is printed, it appears in the running, two-column information on logical page 2.

Requirement Not Met Detail Requirement

Select the conditions under which detail requirement information should be printed.

Valid values are *Print Area Met/Not Met* (default), *Print Area Met, Print Area Not Met* and *Do Not Print.*

For the following fields, the values in the pull-down lists are defined as follows:

- *Print Detail Met/Not Met* - Always print regardless of whether the detail requirements are met or not met
- *Print Detail Met* - Print only when the detail requirements are met
- *Print Detail Not Met* - Print only when the detail requirements are not met
- *Do Not Print* - Do not print

Additional Course Levels to Include/Exclude

Select the conditions under which additional course level information should be printed.

Valid values are *Print Detail Met/Not Met* (default), *Print Detail Met, Print Detail Not Met* and *Do Not Print.*

If the **Requirement Met Detail Requirement** checkbox is cleared, no additional course level information is printed even if this option is selected.

If additional course level information is printed, it appears in the running, two-column information on logical page 2.

Fields	Descriptions
Text	Select the conditions under which detail text should be printed for met detail requirements. Valid values are *Print Detail Met/Not Met* (default), *Print Detail Met, Print Detail Not Met* and *Do Not Print.* If the **Requirement Met Detail Requirement** checkbox is cleared, no detail text is printed even if this option is selected. If detail text is printed, it appears in the running, two-column information on logical page 2.
Type Met	Compliance print type associated with detail text for met detail requirements. Any lines of detail text entered on the Area Requirements Form (SMAAREA) that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)
Type Not Met	Compliance print type associated with detail text for unmet detail requirements. Any lines of detail text entered on SMAAREA that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)
Exclusions	Select the conditions under which exclusions (that is, courses/attributes that cannot fulfill the detail requirement) should be printed. Valid values are *Print Detail Met/Not Met* (default), *Print Detail Met, Print Detail Not Met* and *Do Not Print.* If the **Requirement Met Detail Requirement** checkbox is cleared, no exclusions are printed even if this option is selected. If exclusions are printed, they appear in the running, two-column information on logical page 2.

Fields	Descriptions
Satisfied by	Select the conditions under which courses that satisfy area detail requirements should be printed. Valid values are *Print Detail Met/Not Met* (default), *Print Detail Met, Print Detail Not Met* and *Do Not Print*. If the **Requirement Met Detail Requirement** checkbox is cleared, no information about courses that satisfy area detail requirements is printed even if this option is selected. If information about courses that satisfy area detail is printed, it appears in the running, two-column information on logical page 2.

Area Detail Rule Attachments Window

Use the Area Detail Rule Attachments window to enter print rules for area detail rule attachment information for the compliance type entered in the key block of the main window.

Fields	Descriptions
	For the following fields, the values in the pull-down lists are defined as follows: • *Print Rule Met/Not Met* - Always print regardless of whether the rule requirements are met or not met • *Print Rule Met* - Print only when the rule requirements are met • *Print Rule Not Met* - Print only when the rule requirements are not met • *Do Not Print* - Do not print
Rule Met Rule Code/ Description	Select the conditions under which rule information should be printed for met rule requirements. Valid values are *Print Rule Met/Not Met* (default), *Print Rule Met, Print Rule Not Met* and *Do Not Print*. If rule information is printed, it appears in the running, two-column information on logical page 2.

Fields	Descriptions
Rule Not Met Rule Code/ Description	Select the conditions under which rule information should be printed for unmet rule requirements. Valid values are *Print Rule Met/Not Met* (default), *Print Rule Met, Print Rule Not Met* and *Do Not Print*. If rule information is printed, it appears in the running, two-column information on logical page 2.
Rule Umbrella	Select the conditions under which area detail rule umbrella information should be printed for unmet rule requirements. Valid values are *Print Rule Met/Not Met* (default), *Print Rule Met, Print Rule Not Met* and *Do Not Print*. If area detail rule umbrella information is printed, it appears in the running, two-column information on logical page 2.
Type Met	Compliance print type associated with rule text for met rule requirements. Any lines of rule text entered on the Area Requirements Form (SMAAREA) that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT
Type Not Met	Compliance print type associated with rule text for unmet rule requirements. Any lines of rule text entered on SMAAREA that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT

Fields	Descriptions

For the following field, the values in the pull-down listsare defined as follows:

- *Print Req Met/Not Met* - Always print regardless of whether the area's requirements are met or not met
- *Print Req Met* - Print only when the area's requirements are met
- *Print Req Not Met* - Print only when the area's requirements are not met
- *Do Not Print* - Do not print

Rule Conditions/ Detail — Select the conditions under which area detail rule condition and detail information should be printed.

Valid values are *Print Req Met/Not Met* (default), *Print Req Met, Print Req Not Met* and *Do Not Print.*

If area detail rule condition and detail information is printed, it appears in the running, two-column information on logical page 2.

Area Rule Additional Information Window

Use the Area Rule Additional Information window to enter print rules for area rule additional information for the compliance type entered in the key block of the main window.

Fields	Descriptions

For the following fields, the values in the pull-down lists are defined as follows:

- *Print Detail Met/Not Met* - Always print regardless of whether the detail requirements are met or not met
- *Print Detail Met* - Print only when the detail requirements are met
- *Print Detail Not Met* - Print only when the detail requirements are not met
- *Do Not Print* - Do not print

Additional Levels — Select the conditions under which additional level information for area rule detail should be printed.

Valid values are *Print Detail Met/Not Met* (default), *Print Detail Met, Print Detail Not Met* and *Do Not Print.*

If additional level information is printed, it appears in the running, two-column information on logical page 2.

Fields	Descriptions
Exclusions	Select the conditions under which exclusions (that is, courses/attributes that cannot fulfill the detail rule requirement) should be printed. Valid values are *Print Detail Met/Not Met* (default), *Print Detail Met, Print Detail Not Met* and *Do Not Print*. If exclusions are printed, they appear in the running, two-column information on logical page 2.
Rule Detail Text	Select the conditions under which rule detail text should be printed for met detail requirements. Valid values are *Print Detail Met/Not Met* (default), *Print Detail Met, Print Detail Not Met* and *Do Not Print*. If rule detail text is printed, it appears in the running, two-column information on logical page 2.
Type Met	Compliance print type associated with rule detail text for met detail requirements. Any lines of rule detail text entered on the Area Requirements Form (SMAAREA) that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)
Type Not Met	Compliance print type associated with rule detail text for unmet detail requirements. Any lines of rule detail text entered on SMAAREA that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)
Satisfied by	Checkbox used to indicate whether the way in which area course rule conditions were satisfied should be printed.

Group Print Information Window

Use the Group Print Information window to enter print rules for group information for the compliance type entered in the key block of the main window.

Fields	Descriptions

For the following fields, the values in the pull-down lists are defined as follows:

- *Print Req Met/Not Met* - Always print regardless of whether the group's requirements are met or not met
- *Print Req Met* - Print only when the group's requirements are met
- *Print Req Not Met* - Print only when the group's requirements are not met
- *Do Not Print* - Do not print

Group Met General Requirements

Checkbox used to indicate whether group general requirements should be printed if all group requirements have been fulfilled.

If met group general requirements are printed, they appear in the running, two-column information on logical page 1.

Group Not Met General Requirements

Select the conditions under which group general requirements should be printed.

Valid values are *Print Req Met/Not Met* (default), *Print Req Met, Print Req Not Met* and *Do Not Print.*

For the following fields, the values in the pull-down lists are defined as follows:

- *Print Req Met/Not Met* - Always print regardless of whether the group's requirements are met or not met
- *Print Req Met* - Print only when the group's requirements are met
- *Print Req Not Met* - Print only when the group's requirements are not met
- *Do Not Print* - Do not print

Additional Course Levels to Include/Exclude

Specify the conditions under which group additional levels should be printed.

Valid values are *Print Req Met/Not Met* (default), *Print Req Met, Print Req Not Met* and *Do Not Print.*

If group additional levels are printed, they appear in the running, two-column information on logical page 1.

Fields	Descriptions
Area Text	Specify the conditions under which group text should be printed. Valid values are *Print Req Met/Not Met* (default), *Print Req Met, Print Req Not Met* and *Do Not Print*. If group text is printed, it appears in the running, two-column information on logical page 1.
Type Met	Compliance print type associated with group text for met group requirements. Any lines of group text entered on the Group Requirements Form (SMAGROP) that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)
Type Not Met	Compliance print type associated with group text for unmet group requirements. Any lines of group text entered on SMAGROP that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)

Group Restrictions Window

Use the Group Restrictions window to enter print rules for group restrictions for the compliance type entered in the key block of the main window.

Fields	Descriptions

For the following fields, the values in the pull-down lists are defined as follows:

- *Print Group Met/Not Met* - Always print regardless of whether the group's requirements are met or not met
- *Print Group Met* - Print only when the group's requirements are met
- *Print Group Not Met* - Print only when the group's requirements are not met
- *Do Not Print* - Do not print

Restricted Course/Attribute Detail

Select the conditions under which group restricted course/attribute detail should be printed.

Valid values are *Print Group Met/Not Met* (default), *Print Group Met, Print Group Not Met* and *Do Not Print*.

If group restricted course/attribute detail is printed, it appears in the running, two-column information on logical page 1.

Restricted Course/Attribute Text

Select the conditions under which group restricted course/attribute text should be printed.

Valid values are *Print Group Met/Not Met* (default), *Print Group Met, Print Group Not Met* and *Do Not Print*.

If group restricted course/attribute text is printed, it appears in the running, two-column information on logical page 1.

Type Met

Compliance print type associated with restricted course/attribute text for met group requirements.

Any lines of restricted course/attribute text entered on the Group Requirements Form (SMAGROP) that have the print code specified in this field will be printed.

Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list.

(lookup)	List	Compliance Print Code Validation (STVPRNT)

Fields	Descriptions
Type Not Met	Compliance print type associated with restricted course/attribute text for unmet group requirements. Any lines of restricted course/attribute text entered on SMAGROP that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)
Restricted Grade Detail	Select the conditions under which group restricted grade detail should be printed. Valid values are *Print Group Met/Not Met* (default), *Print Group Met, Print Group Not Met* and *Do Not Print*. If group restricted grade detail is printed, it appears in the running, two-column information on logical page 1.
Restricted Grade Text	Select the conditions under which group restricted grade text should be printed. Valid values are *Print Group Met/Not Met* (default), *Print Group Met, Print Group Not Met* and *Do Not Print*. If group restricted grade text is printed, it appears in the running, two-column information on logical page 1.
Type Met	Compliance print type associated with restricted grade text for met group requirements. Any lines of restricted grade text entered on SMAGROP that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)

Fields	Descriptions
Type Not Met	Compliance print type associated with restricted grade text for unmet group requirements. Any lines of restricted grade text entered on SMAAREA that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)

Group Detail Attachment Window

Use the Group Detail Attachment window to enter print rules for group course/attribute detail attachment information for the compliance type entered in the key block of the main window.

Fields	Descriptions
	For the following fields, the values in the pull-down lists are defined as follows: • *Print Req Met/Not Met* - Always print regardless of whether the group's requirements are met or not met • *Print Req Met* - Print only when the group's requirements are met • *Print Req Not Met* - Print only when the group's requirements are not met • *Do Not Print* - Do not print
Group Met Detail Requirement	Checkbox used to indicate whether detail requirement information should be printed if all group requirements have been fulfilled. If met detail requirement information is printed, it appears in the running, two-column information on logical page 2.
Group Not Met Detail Requirement	Select the conditions under which detail requirement information should be printed. Valid values are *Print Req Met/Not Met* (default), *Print Req Met, Print Req Not Met* and *Do Not Print.*

Fields	Descriptions
Additional Course Levels to Include/Exclude	Select the conditions under which additional course level information should be printed. Valid values are *Print Req Met/Not Met* (default), *Print Req Met, Print Req Not Met* and *Do Not Print*. If the **Group Met Detail Requirement** checkbox is cleared, no additional course level information is printed even if this option is selected. If additional course level information is printed, it appears in the running, two-column information on logical page 2.
Text	Select the conditions under which detail text should be printed for met detail requirements. Valid values are *Print Req Met/Not Met* (default), *Print Req Met, Print Req Not Met* and *Do Not Print*. If the **Group Met Detail Requirement** checkbox is cleared, no detail text is printed even if this option is selected. If detail text is printed, it appears in the running, two-column information on logical page 2.
Type Met	Compliance print type associated with detail text for met detail requirements. Any lines of detail text entered on the Group Requirements Form (SMAGROP) that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)
Type Not Met	Compliance print type associated with detail text for unmet detail requirements. Any lines of detail text entered on SMAGROP that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)

Fields	Descriptions
Exclusions	Select the conditions under which exclusions (that is, courses/attributes that cannot fulfill the detail requirement) should be printed. Valid values are *Print Req Met/Not Met* (default), *Print Req Met, Print Req Not Met* and *Do Not Print*. If the **Group Met Detail Requirement** checkbox is cleared, no exclusions are printed even if this option is selected. If exclusions are printed, they appear in the running, two-column information on logical page 2.
Satisfied by	Select the conditions under which courses that satisfy group detail requirements should be printed. Valid values are *Print Req Met/Not Met* (default), *Print Req Met, Print Req Not Met* and *Do Not Print*. If the **Group Met Detail Requirement** checkbox is cleared, no information about courses that satisfy group detail requirements is printed even if this option is selected. If information about courses that satisfy group detail is printed, it appears in the running, two-column information on logical page 2.

Group Detail Rule Attachments Window

Use the Group Detail Rule Attachments window to enter print rules for group detail rule attachment information for the compliance type entered in the key block of the main window.

Fields	Descriptions

For the following fields, the values in the pull-down lists are defined as follows:

- *Print Rule Met/Not Met* - Always print regardless of whether the rule requirements are met or not met
- *Print Rule Met* - Print only when the rule requirements are met
- *Print Rule Not Met* - Print only when the rule requirements are not met
- *Do Not Print* - Do not print

Fields	Descriptions
Rule Met Rule Code/ Description	Select the conditions under which rule information should be printed for met rule requirements. Valid values are *Print Rule Met/Not Met* (default), *Print Rule Met, Print Rule Not Met* and *Do Not Print*. If rule information is printed, it appears in the running, two-column information on logical page 2.
Rule Not Met Rule Code/ Description	Select the conditions under which rule information should be printed for unmet rule requirements. Valid values are *Print Rule Met/Not Met* (default), *Print Rule Met, Print Rule Not Met* and *Do Not Print*. If rule information is printed, it appears in the running, two-column information on logical page 2.

For the following field, the values in the pull-down listsare defined as follows:

- *Print Req Met/Not Met* - Always print regardless of whether the group's requirements are met or not met
- *Print Req Met* - Print only when the group's requirements are met
- *Print Req Not Met* - Print only when the group's requirements are not met
- *Do Not Print* - Do not print

Rule Umbrella	Select the conditions under which group detail rule umbrella information should be printed for unmet rule requirements. Valid values are *Print Req Met/Not Met* (default), *Print Req Met, Print Req Not Met* and *Do Not Print*. If group detail rule umbrella information is printed, it appears in the running, two-column information on logical page 2.
Type Met	Compliance print type associated with rule text for met rule requirements. Any lines of rule text entered on the Group Requirements Form (SMAGROP) that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT

Fields	Descriptions
Type Not Met	Compliance print type associated with rule text for unmet rule requirements. Any lines of rule text entered on SMAGROP that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT
Rule Conditions/ Detail	Select the conditions under which group detail rule condition and detail information should be printed. Valid values are *Print Req Met/Not Met* (default), *Print Req Met, Print Req Not Met* and *Do Not Print*. If group detail rule condition and detail information is printed, it appears in the running, two-column information on logical page 2.

Group Rule Additional Information Window

Use the Group Rule Additional Information window to enter print rules for group rule additional information for the compliance type entered in the key block of the main window.

Fields	Descriptions
	For the following fields, the values in the pull-down lists are defined as follows: • *Print Req Met/Not Met* - Always print regardless of whether the detail requirements are met or not met • *Print Req Met* - Print only when the detail requirements are met • *Print Req Not Met* - Print only when the detail requirements are not met • *Do Not Print* - Do not print
Additional Levels	Select the conditions under which additional level information for group rule detail should be printed. Valid values are *Print Req Met/Not Met* (default), *Print Req Met, Print Req Not Met* and *Do Not Print*. If additional level information is printed, it appears in the running, two-column information on logical page 2.

Fields	Descriptions
Exclusions	Select the conditions under which exclusions (that is, courses/attributes that cannot fulfill the detail rule requirement) should be printed. Valid values are *Print Req Met/Not Met* (default), *Print Req Met, Print Req Not Met* and *Do Not Print*. If exclusions are printed, they appear in the running, two-column information on logical page 2.
Rule Detail Text	Select the conditions under which rule detail text should be printed for met detail requirements. Valid values are *Print Req Met/Not Met* (default), *Print Req Met, Print Req Not Met* and *Do Not Print*. If rule detail text is printed, it appears in the running, two-column information on logical page 2.
Type Met	Compliance print type associated with rule detail text for met detail requirements. Any lines of rule detail text entered on the Group Requirements Form (SMAGROP) that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)
Type Not Met	Compliance print type associated with rule detail text for unmet detail requirements. Any lines of rule detail text entered on SMAGROP that have the print code specified in this field will be printed. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)
Satisfied by	Checkbox used to indicate whether the way in which group course rule conditions were satisfied should be printed.

Compliance Default Parameters Form (SMADFLT)

Use the Compliance Default Parameters Form (SMADFLT) to define default values to be used when compliance requests are created.

Compliance requests can be generated in the following ways:

- By staff using the Compliance Request Management Form (SMARQCM)
- By staff using the Batch Compliance Process (SMRBCMP)
- By students, faculty members, or advisors using the Web

A system-required compliance default code is delivered for each of these, and you can define defaults that you want the system to automatically insert into pertinent fields. When a compliance request is generated using SMARQCM, the defaulted values can be changed as necessary.

Main Window

The main window is composed of the Key Block and the Compliance Request Default Parameters block.

Key Block

Use the Key Block to specify the default code for which you want to enter or display default values.

Fields	Descriptions
Default Code	Compliance default code associated with the defaults. Required. System-required values are *ONLINE*, *BATCH*, and *WEB*. Select the Search button for this field to display the Compliance Default Codes (STVDFLT) list. (lookup) List Compliance Default Codes (STVDFLT)

Compliance Request Default Parameters Block

Use this block to enter or display the default value definition of the default code specified in the Key Block.

Fields	Descriptions
Evaluation Term	Code of the evaluation term. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Course Usage Order	Order in which courses/course attributes will be considered by the compliance process. *C* Chronological order by term, oldest first *T* Descending order by term (default) *G* Descending order by grade
Minimum Numeric Grade Value	Lowest numeric grade value allowed for courses/course attributes to be considered by the compliance process. The default value is *0*. (lookup) List Numeric Value of Grades List
Apply Degree Courses Only	Checkbox used to indicate whether *only* courses and non-courses applied to a specific degree record should be considered by the compliance process. The default is cleared.
Update Applied Courses	Checkbox used to indicate whether courses and non-courses used by the compliance process to satisfy a requirement should be applied to the specific degree record associated with the compliance request. The default is cleared.
Use In-Progress Courses	Checkbox used to indicate whether the compliance process should select in-progress courses (ungraded courses in registration) and make them available to satisfy the requirements. If you want to use in-progress courses, the minimum and maximum in-progress terms must also be specified. The default is selected.

Fields	Descriptions
Create Unused Area Records	Checkbox used to indicate whether the compliance process should create output records for unused areas. The default is selected. Areas are unused by the compliance process if: • A dynamic area is attached to a non-captive program but discarded based on unmatched area qualifiers • The area is inactive • There are no requirements for an area
Create Unused Courses and Attributes	Checkbox used to indicate whether the compliance process should create output records for any unused courses or course attributes. The default is selected. Courses/attributes are unused by the compliance process if: • A course/attribute does not satisfy a detail requirement • The course/attribute is excluded or restricted by a restriction or specific exclusion
Create Rejection Records	Checkbox used to indicate whether the compliance process should create output records for any rejected courses or course attributes. The default is selected. Courses/attributes are rejected by the compliance process if they qualify under any kind of restriction or specific exclusion. A course/course attribute that is rejected will also be unused.
Create Course Select Report	Checkbox used to indicate whether the compliance process should create the Program Compliance Report (SMRCMPL) during compliance processing for this request. The default is cleared.
Advisor/Class Term	Code of the term to be used to select student classification and advisor information. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)

Fields	Descriptions
Minimum In-Progress Term	Code of the earliest term from which in-progress courses should be selected for consideration. The default is *000000* (beginning of time). Required. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Maximum In-Progress Term	Code of the latest term from which in-progress courses should be selected for consideration. The default is *999999* (end of time). Required. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Minimum Cutoff Term	Code of the earliest term from which any (in-progress, academic history, or transfer) courses should be selected for consideration. The default is *000000* (beginning of time). Required. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Maximum Cutoff Term	Code of the latest term from which any (in-progress, academic history, or transfer) courses should be selected for consideration. The default is *999999* (end of time). Required. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
User	Banner ID of the user who created or modified the defaults. Display only.
Activity Date	Date the defaults were last modified. If the defaults have not been modified, the date on which the compliance default code was created is displayed. Display only.

Compliance Processing Forms

This section covers the following forms, which are used for creating compliance request:

- "Student System Distribution Initialization Form (SOADEST)" on page 7-42
- "Compliance Request Management Form (SMARQCM)" on page 7-43
- "Compliance Request Activity Form (SMACACT)" on page 7-79

Student System Distribution Initialization Form (SOADEST)

Use the Student System Distribution Initialization Form (SOADEST) to enter the intended destination of hardcopy student schedules, invoices, academic transcripts, enrollment verification reports, and compliance results requested during the terminal session. You can designate the selection criteria used in the sleep/wake routines when processing schedules, invoices, and transcripts. Enrollment verifications are not printed using sleep/wake processing, but the printer to be used may be set up from this field.

This form is displayed the first time you enter any Registration, Accounts Receivable, Academic History (transcript request), or CAPP (compliance request) module form during a session. Entries are stored for the current Banner session only. To change distribution designations after exiting the Student System Distribution Initialization Form (SOADEST) during a session, you must re-access the form directly. The form appears again during your next session whenever you attempt to access one of the same module forms.

Values entered on SOADEST must correspond to the institution's defined sleep/wake selection criteria. Your institution's technical support staff must create report distribution selection criteria prior to being entered on SOADEST. If the user is not going to be generating any sleep/wake routines this form can be bypassed by the Exit button or function.

Note: To use % as a parameter option for printer destination, you must designate it as a valid printer on the Printer Code Validation Form (GTVPRNT). Be aware, however, that designating % as a valid printer and making it the printer destination will route all requests to that one printer, regardless of the printer destination selected by an individual user on SOADEST. The % remains a valid parameter option for the printer destination when running the above processes outside of sleep/wake mode.

Fields	Descriptions
Schedules	Hardcopy output destination of student schedules requested during the session. Choices come from the Printer Validation (GTVPRNT) list of values.
Invoices	Hardcopy output destination of invoices requested during the session. Choices come from the GTVPRNT list of values.
Transcripts	Hardcopy output destination of transcripts requested during the current session. Choices come from the GTVPRNT list of values.
Enrollments	Hardcopy output destination of enrollment verification reports requested during the current session. Choices come from the GTVPRNT list of values.
Compliance	Hardcopy output destination for compliance results requested during the session. Choices come from the GTVPRNT list of values.

Compliance Request Management Form (SMARQCM)

Use the Compliance Request Management Form (SMARQCM) to perform the following:

- Add a new request for a compliance evaluation
- Define “planned courses” associated with the compliance request
- Create requests for hardcopy output
- Submit a request for processing

Processing a compliance request will generate output that can be viewed via the system forms and/or a hardcopy report.

Once a compliance request is run, no information for the compliance request can be changed. If a compliance evaluation with different request parameters is required, a new compliance request must be created.

If the Student System Distribution Initialization Form (SOADEST) is displayed when you access this form, you can specify a printer for output or, if you do not want output to be printed, you can close it without entering any values.

Default values for this form can be defined in the Compliance Default Parameters Form (SMADFLT), but they can be changed.

This form includes the following windows:

- "Main Window" on page 7-44
- "Copy Existing Request Window" on page 7-51
- "Compliance Curriculum Window" on page 7-52
- "Additional Curriculum Information Window" on page 7-59
- "Request Billing Information Window" on page 7-64
- "Planned Courses Window" on page 7-66
- "Request Summary Window" on page 7-69
- "Hardcopy Request Window" on page 7-74
- "Hardcopy Billing Information Window" on page 7-77

Main Window

The main window is composed of the Key Block and the Compliance Request block.

Key Block

Use this block to specify the ID of the student for whom you want to create or display a compliance request.

Fields	Descriptions
ID	ID of the student for whom you want to create or display compliance requests. Required. Select the Search button for this field to display the Option List. (lookup) List — Person Search Form (SOAIDEN) (lookup) Count Hits — Compliance Request Activity Form (SMACACT) (lookup) Duplicate Item — SSN/SIN Alternate ID Search Form (GUIALTI)
Name (untitled)	Name associated with the ID, automatically displayed when a value is entered in the **ID** field. Display only.
Holds	Indicates whether any compliance holds exist on the student's record. If so, the word *YES* is displayed. Display only.

Fields	Descriptions
Override Indicator (untitled)	Indicator used to override a compliance hold, if applicable. Required. Enter *Y* to override the compliance holds. Select the Search button for this field to display the Holds Query-Only Form (SOQHOLD). (lookup) List Holds Query-Only Form (SOQHOLD)

Compliance Request Block

Use this block to create a new compliance request or display existing compliance requests for the ID specified in the Key Block.

Fields	Descriptions
Evaluation Term	Code of the term in which the student expects to complete the program. Required. You can use this field with any year rule (for example, "satisfy a non-course requirement within the last five years," or "take all courses within the last seven years") to determine whether the requirement was met within the specified time period. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation list (STVTERM)
Course Usage Order	Order in which courses/course attributes should be considered by the compliance process. Required. *C* Chronological order by term, oldest first *T* Descending order by term *G* Descending order by grade

Fields	Descriptions
Minimum Numeric Grade Value	Lowest numeric grade value allowed for courses/course attributes to be considered by the compliance process. Required. A higher value can be used to restrict undesired work from being considered, for example, to restrict withdrawals or courses taken for audit from being considered by the compliance process. Select the Search button for this field to display the Numeric Value of Grades List. (lookup) List Numeric Value of Grades List
Apply Degree Courses Only	Checkbox used to indicate whether *only* courses and non-courses applied to a specific degree record should be considered by the compliance process. Select this checkbox only if the curriculum associated with the compliance request is to be retrieved from a degree already in academic history. If you select this checkbox but do not select the curriculum from an academic history degree, the system displays a warning message when you save the request, and the box defaults back to cleared.
Update Applied Courses	Checkbox used to indicate whether courses and non-courses used by the compliance process to satisfy a requirement should be applied to the specific degree record associated with the compliance request. Select the checkbox only when the curriculum associated with the compliance request is to be retrieved from a degree already in academic history. If you select this checkbox, but do not select the curriculum from an academic history degree, the system displays a warning message when you save the request, and the box defaults back to cleared. If courses and/or non-courses are to be applied to a degree, all existing applied-to records for the degree are deleted by the compliance process and *only* courses and/or non-courses used to satisfy requirements for that program are applied to the degree after the update.

Fields	Descriptions
Use In-Progress Courses	Checkbox used to indicate whether the compliance process should select in-progress courses (ungraded courses in registration) and make them available to satisfy the requirements. If you want to use in-progress courses, the minimum and maximum in-progress terms must also be specified. When in-progress courses are selected by the compliance process, they become available to satisfy any detail requirements, and they will accumulate to group, area, and program general requirements/ credit/course minimums. They do *not* accumulate to institutional traditional or institutional non-traditional, nor are they used to calculate any grade-point averages. This is because courses must be graded and rolled to academic history before they can be used toward these requirements.
Create Unused Area Records	Checkbox used to indicate whether the compliance process should create output records for unused areas. Areas are unused by the compliance process if: • A dynamic area is attached to a non-captive program but discarded based on unmatched area qualifiers • The area is inactive • There are no requirements for an area The advantages of each method are the following. • *Creating* unused area records enables you to: • Display unused areas on the compliance output inquiry forms and in printed output • Determine exactly why an expected area was not used. • *Not creating* unused area records reduces storage space for compliance output results.

Fields	Descriptions
Create Unused Course/ Attributes	Checkbox used to indicate whether the compliance process should create output records for any unused courses or course attributes. Courses/attributes are unused by the compliance process if: • A course/attribute does not satisfy a detail requirement • The course/attribute is excluded or restricted by a restriction or specific exclusion The advantages of each method are the following. • *Creating* unused course/attribute records enables you to: • Display unused courses/attributes on the compliance output inquiry forms and in printed output • Determine exactly why a course/attribute was not used. • *Not creating* unused course/attribute records reduces storage space for compliance output results.
Create Rejection Records	Checkbox used to indicate whether the compliance process should create output records for any rejected courses or course attributes. Courses/attributes are rejected by the compliance process if they qualify under any kind of restriction or specific exclusion. A course/course attribute that is rejected will also be unused. The advantages of each method are the following. • *Creating* rejected course/attribute records enables you to: • Display rejected courses/attributes on the compliance output inquiry forms and in printed output • Determine exactly why a course/attribute was rejected. • *Not creating* rejected course/attribute records reduces storage space for compliance output results.

Fields	Descriptions
Create Course Select Report	Checkbox used to indicate whether the compliance process should create the Program Compliance Report (SMRCMPL) during compliance processing for this request. The SMRCMPL report displays the courses and course attributes, sorted chronologically by term or in descending grade order as specified in the **Course Usage Order** field, that were selected for processing based on the following: • Evaluation term • Minimum and maximum in-progress terms • Minimum and maximum overall terms • Minimum grade numeric value Creating this report enables you to determine which courses/ attributes were processed and the order in which the courses/ attributes were considered. Requesting the SMRCMPL report is extremely useful during testing, as it can help you discover flaws in your programs. Once testing is completed, you will probably not want to request this output on a routine basis for each compliance request.
Request Number	Number assigned to a compliance request when it is saved. Display only. When a new compliance request for the student is saved, the next available one-up number is generated for the new request. Requests are displayed in descending order (most recent request first).
Origin Code	Code for the originator of the compliance request. When a code is entered, a truncated originator description displays. This field does not control any system processing, but indicates the source of the compliance request and can be included in the hardcopy output. Select the Search button for this field to display the Originator Validation (STVORIG) list. (lookup) List Originator Validation (STVORIG)

Fields	Descriptions
Origin ID	Banner ID of the user who originated the compliance request. This field does not control system processing, but indicates the source of the compliance request and can be included in the hardcopy output. Select the Search button for this field to display the Option List. (lookup) List Person Search Form (SOAIDEN) (lookup) Count Hits Non-Person Search Form (SOACOMP) (lookup) Duplicate Rec Faculty/Advisor Query (SIAIQRY) (lookup) Duplicate Item Multiple Advisor (SGAADVR)
Origin Name (untitled)	Name associated with the ID, automatically displayed when a value is entered in the **Origin ID** field. Display only.
Advisor and Class Term	Code of the term to be used to select student classification and advisor information. This field is usually used only for hardcopy output. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Minimum In-Progress Term	Code of the earliest term from which in-progress courses should be selected for consideration. Required if the request specifies that in-progress courses should be used (that is, the **Use In-Progress Courses** checkbox is selected). The term must be less than or equal to the maximum in-progress term. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)

Fields	Descriptions
Maximum In-Progress Term	Code of the latest term from which in-progress courses should be selected for consideration. Required if the request specifies that in-progress courses should be used (that is, the **Use In-Progress Courses** checkbox is selected). The term must be greater than or equal to the minimum in-progress term. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Minimum Cutoff Term	Code of the earliest term from which any (in-progress, academic history, or transfer) courses should be selected for consideration. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Maximum Cutoff Term	Code of the latest term from which any (in-progress, academic history, or transfer) courses should be selected for consideration. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Requestor	Banner ID of the user who created the compliance request. Display only.
Compliance Request Date	Date on which the compliance request was saved. Display only. For a new compliance request, the system automatically inserts the system date.
Compliance Date	Date on which the compliance process was run for this request. Display only.

Copy Existing Request Window

Use the Copy Existing Request window to copy values from an existing compliance request into a new one. To access this window, the cursor must be in the key block.

This window allows you to generate a new compliance request for a student for whom a similar request has previously been processed without having to enter all of the data. Once the values have been copied into the new request, they can be changed, if desired.

Fields	Descriptions
Request Number to Copy From	Number of the existing request from which you want to copy values. Required.
Copy Planned Courses	Checkbox used to indicate whether the planned courses are to be copied from the original request.

More buttons in the Copy Existing Request window

Mouse	*Keyboard*	*Result*
Process Copy	Duplicate Record	Copies values from the specified compliance request to the new one

Compliance Curriculum Window

Use the Compliance Curriculum window to enter the curriculum associated with the compliance request. When creating a new compliance request, you can:

- Copy the curriculum information from data that already exists in the Recruiting, Admissions, General Student, or Academic History degree records (using the applicable selection on the Options menu)
- Copy curriculum information from other existing compliance requests (using the applicable selection on the Options menu)
- Enter all curriculum information manually

The system validates data entered in the fields in this window based on how the program is defined and whether curriculum checking is performed or not. The following fields are always required:

- **Program**
- **Catalog Term**
- **Level**
- **College**
- **Degree**
- **Major 1**

When the program is *curriculum-independent*, no combined validation of these and other, optional curriculum fields is performed.

When the program is *curriculum-dependent* and curriculum checking is *on*, these fields and all other curriculum fields are validated in combination against curriculum rules in effect for the catalog term. If you enter the curriculum information directly (that is, do not copy it from another record in the system), the following fields are retrieved from the program's definition when the program is entered in the **Program** field:

- **Student Level**
- **College**
- **Campus**
- **College**
- **Degree**

When the program is *curriculum-dependent* and curriculum checking is *off*, no curriculum checking is performed.

Caution: This would allow you to create a complainace request with a combination of major/minor/conccentration that your institution might not offer.

Curriculum information can be maintained in other areas of the system without programs, but once used for a request in CAPP, curriculum information must include a program.

When the request information is saved, the system uses curriculum rules to check that the combination of fields represents a valid curriculum for CAPP processing.

Fields	Descriptions
Source	Original source of the compliance curriculum data. Display only. If data is copied from an existing record, the value is added along with the copied data; if data is entered by a user, the value is added when the request is saved.
Sequence Number	Sequence number for the degree record from which compliance program information was retrieved, if information was copied from an existing degree record in academic history. Display only. This value, if it exists, works in conjunctions with the **Apply Degree Courses Only** and **Update Applied Courses** checkboxes in the Compliance Request block of the main window.
Change	Checkbox used to indicate whether data in the curriculum portion of the request was modified from copied data, if applicable. Display only.

Fields	Descriptions
Program	Program code for this compliance request. Required. Select the Search button for this field to display the Option List. (lookup) List All Program Codes List (lookup) Help Base Curriculum Rules by Program List (lookup) Count Hits Change Curriculum
Catalog Term	Code for the catalog term for this compliance request. Required. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Level	Code of the level associated with the program for this compliance request. Required. The level code is validated against the rules for the program defined on the Program Definition Rule Form (SMAPRLE). Select the Search button for this field to display the Option List. (lookup) List Level Code Validation (STVLEVL) (lookup) Help Base Curriculum Rules by Program List (lookup) Count Hits Change curriculum
Campus	Code of the campus associated with the program for this compliance request. The campus code is validated against the rules for the program defined on the Program Definition Rule Form (SMAPRLE). Select the Search button for this field to display the Option List. (lookup) List Campus Validation (STVCAMP) (lookup) Help Base Curriculum Rules by Program List (lookup) Count Hits Change curriculum

Fields	Descriptions
College	Code of the college associated with the program for this compliance request. The college code is validated against the rules for the program defined on the Program Definition Rule Form (SMAPRLE). Select the Search button for this field to display the Option List. (lookup) List — College Validation (STVCOLL) (lookup) Help — Base Curriculum Rules by Program List (lookup) Count Hits — Change curriculum
Degree	Code of the degree associated with the program for this compliance request. Required for a curriculum-dependent program. Select the Search button for this field to display the Option List. (lookup) List — Degree Code Validation (STVDEGC) (lookup) Help — Base Curriculum Rules by Program List (lookup) Count Hits — Change curriculum
Major 1	Code of the first major associated with the program for this compliance request. Required for a curriculum-dependent program. The major is validated against majors attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List — All Major Codes List (lookup) Help — Attached Major/Departments list

Fields	Descriptions
Department 1	Code of the department associated with the first major. The department is validated against departments attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List Department Validation (STVDEPT) (lookup) Help Attached Major/Departments List
Concentration 1	Code of the first concentration associated with the first major. The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List All Concentration Codes List (lookup) Help Curriculum Rules
Concentration 2	Code of the second concentration associated with the first major. The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List All Concentration Codes List (lookup) Help Curriculum Rules

Fields	Descriptions
Concentration 3	Code of the third concentration associated with the first major. The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List All Concentration Codes List (lookup) Help Curriculum Rules
Major 2	Code of the second major associated with the program for this compliance request. The major is validated against majors attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List All Major Codes List (lookup) Help Attached Major/Departments List
Department 2	Code of the department associated with the second major. The department is validated against departments attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List Department Validation (STVDEPT) (lookup) Help Curriculum Rules

Fields	Descriptions
Concentration 1	Code of the first concentration associated with the second major. The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List All Concentration Codes List (lookup) Help Curriculum Rules
Concentration 2	Code of the second concentration associated with the second major. The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List All Concentration Codes List (lookup) Help Curriculum Rules
Concentration 3	Code of the third concentration associated with the second major. The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List All Concentration Codes List (lookup) Help Curriculum Rules

Fields	Descriptions
Minor 1	Code of the first minor associated with the program. The minor is validated against minors attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List All Minor Codes List (lookup) Help Curriculum Rules
Minor 2	Code of the second minor associated with the program. The minor is validated against minors attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List All Minor Codes List (lookup) Help Curriculum Rules

Additional Curriculum Information Window

Use the Additional Curriculum window to specify curriculum elements included with this compliance request that might require evaluation under a different catalog term.. The compliance process is still governed by the program specified in the Compliance Curriculum window. The remaining fields in this window are an extension of the curriculum defined in the Compliance Curriculum window.

Fields	Descriptions
Program	Program code for this compliance request. Display only.
Level	Code of the level associated with the program for this compliance request. Display only.
Campus	Code of the campus associated with the program for this compliance request. Display only.

Fields	Descriptions
College	Code of the college associated with the program for this compliance request. Display only.
Degree	Code of the degree associated with the program for this compliance request. Display only.
Catalog Term	Code for the catalog term for this set of additional requirements for the compliance request. Required. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Suspend Additional Curriculum Checking	Checkbox used to indicate whether curriculum checking should be suspended for the data entered in this window. Selecting this checkbox allows you to enter curricular elements that are not defined as valid for this program in the curriculum rules. For example, you should suspend curriculum checking (that is, select this checkbox) when the Additional Curriculum data is for a major that is not valid for the degree the student will be awarded, but is an additional major that will be certified within the student's overall program.
Major 1	Code of the first major associated with the additional curriculum information for this compliance request. Required for a curriculum-dependent program. The major is validated against majors attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List All Major Codes List (lookup) Help Attached Major/Departments list

Fields	Descriptions
Department 1	Code of the department associated with the additional curriculum information for the first major. The department is validated against departments attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List Department Validation (STVDEPT) (lookup) Help Curriculum rules
Concentration 1	Code of the first concentration associated with the additional curriculum information for the first major. The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List All Concentration Codes List (lookup) Help Curriculum rules
Concentration 2	Code of the second concentration associated with the additional curriculum information for the first major. The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List All Concentration Codes List (lookup) Help Curriculum rules

Fields	Descriptions
Concentration 3	Code of the third concentration associated with the additional curriculum information for the first major. The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List All Concentration Codes List (lookup) Help Curriculum rules
Major 2	Code of the second major associated with the additional curriculum information for this compliance request. The major is validated against majors attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List All Major Codes List (lookup) Help Attached Major/Departments list
Department 2	Code of the department associated with the additional curriculum information for the second major. The department is validated against departments attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List Department Validation (STVDEPT) (lookup) Help Curriculum rules

Fields	Descriptions
Concentration 1	Code of the first concentration associated with the additional curriculum information for the second major. The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List All Concentration Codes List (lookup) Help Curriculum rules
Concentration 2	Code of the second concentration associated with the additional curriculum information for the second major. The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List All Concentration Codes List (lookup) Help Curriculum rules
Concentration 3	Code of the third concentration associated with the additional curriculum information for the second major. The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List All Concentration Codes List (lookup) Help Curriculum rules

Fields	Descriptions
Minor 1	Code of the first minor associated with the additional curriculum information. The minor is validated against minors attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List All Minor Codes List (lookup) Help Curriculum rules
Minor 2	Code of the second minor associated with the additional curriculum information. The minor is validated against minors attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the Search button for this field to display the Option List. (lookup) List All Minor Codes List (lookup) Help Curriculum rules

Request Billing Information Window

Use the Request Billing Information window to submit charges to Accounts Receivable to recoup costs associated with the compliance request. It can be used at any time, not only at the time the request is generated.

When data is entered in this window, the system sends authorized charges directly to a person's account in the Accounts Receivable module and logs those transactions to a cashiering session identified by the user ID entered in the **Authorized** field of this window.

When you create a charge, the transaction is immediately sent to Accounts Receivable when the transaction is saved. You can review fees associated with compliance requests using the Accounts Receivable module forms.

To access this window using the Options menu, select Bill for Evaluation Services.

Fields	Descriptions
Billing Term	Term associated with the charge. Required Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Fee Charged	Type of billing transaction to be created. *Y* Yes. Indicates that a transaction should be created. *N* No. Indicates that a transaction should not be created. If this indicator is set to *N*, no other entries can be made in this window, and no Accounts Receivable transaction will be created. *W* Waived. Indicates that a transaction should be created, but the transaction monetary amount should be *0.00*.
Detail Code	Detail code for the transaction to be created in Accounts Receivable. Detail codes are validated against the user if user security is enabled and the user is a "secured user" as defined on the User Profile Form (TGAUPRF). Select the Search button for this field to display the Detail Code Control Form (TSADETC). (lookup) List Detail Code Control Form (TSADETC)
Fee Amount	Monetary amount of the fee to be charged. Required. If a fee is associated with the detail code, the system automatically enters the amount in this field, but you can change it.
Fee Date	System date, which is used as the effective and transaction dates when the transaction is created in Accounts Receivable. Display only.

Fields	Descriptions
Fee Indicator	Indicator that shows whether fee processing has occurred. Display only. *Y* — Yes. Indicates that fee processing has created a charge in Accounts Receivable. *N* — No. Indicates that no fee processing has occurred. *W* — Waived. Indicates that fee processing has created an entry in Accounts Receivable, but the monetary amount of the transaction was *0.00*.
Authorized	Banner ID of the current user, which will be associated with the transaction when the transaction is created in Accounts Receivable. It is also the user ID of the cashier session in which the transaction will be recorded. Display only.

Planned Courses Window

Use the Planned Courses window to enter information on courses that the student plans to take and that you want to be considered by the compliance process. Because planned courses are not yet graded, they do not accumulate toward any general requirements that use grades (for example, minimum institutional traditional), nor are they used to calculate GPA. The system does not check to determine whether a student has already registered or received transfer credit for a planned course.

The term specified for a planned course must be in the future (that is, the beginning date of the term must be greater than the system date on which the planned course is added). When an existing compliance request is copied into a new request, the system does not copy any courses whose start dates are no longer in the future.

If a planned course exists in the catalog, the catalog information is retrieved after the term, subject code, and course number are entered, but the values can be changed.

Note: If a course has a range of credit hours with it, the systems automatically enters the lowest value.

When the system builds the course list to be used by the compliance process, planned courses associated with the compliance request will not be selected if:

- The planned course is a planned institutional course and at least one active registration already exists for the term of the planned course
- The planned course is a planned transfer course and there is a transfer attendance period that equals the term of the planned course

Fields	Descriptions
Request Number	Number of the compliance request. Display only.
Term	Code of the term during which the student plans to take the course. Required. The begin date of the term must be greater than or equal to the current date. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Subject	Subject code of the planned course. Required. Select the Search button for this field to display the Subject Validation (STVSUBJ) list. (lookup) List Subject Validation (STVSUBJ)
Course	Course number of the planned course. Required. Select the Search button for this field to display the Existing Courses List. (lookup) List Existing Courses List
Attribute	Attribute associated with the planned course. This field should be used only if the student plans to earn a specific attribute in the course. • If an attribute code is specified for the planned course, the specified attribute is the only one that will be used by the compliance process. • If an attribute code is not specified for the planned course and the course exists in the catalog for the term planned, all of that course's attributes will be used by the compliance process. Select the Search button for this field to display the Degree Program Attribute Validation (STVATTR) list. (lookup) List Degree Program Attribute Validation (STVATTR)

Fields	Descriptions
Campus	Code of the campus of the planned course. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Campus Validation (STVCAMP)
College	Code of the college of the planned course. Select the Search button for this field to display the College Validation (STVCOLL) list. (lookup) List College Validation (STVCOLL)
Department	Code of the department of the planned course. Select the Search button for this field to display the All Department Codes List. (lookup) List All Department Codes List
Level	Code of the level of the planned course. Required. If a course has multiple levels associated with it, the system automatically enters the student's level. Select the Search button for this field to display the Option Llist. (lookup) List Level Code Validation (STVLEVL) (lookup) Count Hits Level Code for Subject, Course, and Eff Term List
Credit Hours	Number of credits the student plans to earn in the planned course. Required. If a course has a range of credit hours associated with it, the system automatically enters the lowest value.
Transfer	Checkbox used to indicate whether the planned course is a transfer course. Display only. This checkbox becomes selected when a record for which a value has been entered in the **Institution** field is saved.
Course Title	Title of the planned course. Required.

Fields	Descriptions
Institution	Code of the institution at which the planned course will be taken. This field is used only if the student plans to take the planned course at another institution. **Note:** Planned transfer courses are counted by the compliance process as transfer courses. They accumulate toward all transfer, not institutional-only, totals. Select the Search button for this field to display the Source/ Background Inst Validation (STVSBGI) list. (lookup) List Source/Background Inst Validation (STVSBGI)
Name (untitled)	Name of the transfer institution, automatically displayed when a valid value is entered in the **Institution** field. Display only.

Request Summary Window

The Request Summary window displays a one-line summary of each compliance evaluation requested and/or performed for the student. If the value in a field was changed from the defaulted value when a compliance request was created, the associated checkbox in the scroll box on the right side of the window is selected.

Fields	Descriptions
Request Number	Number of the compliance request. Display only.
Program	Program code for the compliance request. Display only.
Original Source	Original source of the compliance curriculum data. Display only.
Curriculum Source	Source of the curriculum data. Display only. The value in this field is the same as that in the **Original Source** field unless the request was copied from another request, in which case it is the request number of the original request.
Change Indicator	Checkbox used to indicate that at least one field in the compliance request was modified from the values retrieved when the compliance request was copied. Display only.

Fields	Descriptions
Used Credits	Number of credits used by the compliance process to satisfy requirements in the program. Display only.
Connector (untitled)	Abbreviation of the connector used to describe the credits/courses used by the compliance process to satisfy requirements for the program. Display only. *N* None *A* And *O* Or
Used Courses	Number of courses used by the compliance process to satisfy requirements in the program. Display only.
Compliance Date	Date on which the compliance process was run. Display only.
The following checkboxes are used only if curriculum information was copied into the request.	
Base Curriculum Changed Program	Checkbox used to indicate whether the program code was changed. Display only.
Base Curriculum Changed Level	Checkbox used to indicate whether the level code was changed. Display only.
Base Curriculum Changed Campus	Checkbox used to indicate whether the campus code was changed. Display only.
Base Curriculum Changed College	Checkbox used to indicate whether the college code was changed. Display only.
Base Curriculum Changed Degree	Checkbox used to indicate whether the degree code was changed. Display only.
Primary Curriculum Changed Catalog	Checkbox used to indicate whether the catalog term was changed. Display only.

Fields	Descriptions
Primary Curriculum Changed Major 1	Checkbox used to indicate whether the first major in the primary curriculum was changed. Display only.
Primary Curriculum Changed Department 1	Checkbox used to indicate whether the first department in the primary curriculum was changed. Display only.
Primary Curriculum Changed Concentration 1	Checkbox used to indicate whether the first concentration in the primary curriculum was changed. Display only.
Primary Curriculum Changed Concentration 2	Checkbox used to indicate whether the second concentration in the primary curriculum was changed. Display only.
Primary Curriculum Changed Concentration 3	Checkbox used to indicate whether the third concentration in the primary curriculum was changed. Display only.
Primary Curriculum Changed Major 2	Checkbox used to indicate whether the second major in the primary curriculum was changed. Display only.
Primary Curriculum Changed Department 2	Checkbox used to indicate whether the second department in the primary curriculum was changed. Display only.
Primary Curriculum Changed Concentration 1 (set 2)	Checkbox used to indicate whether the fourth concentration in the primary curriculum was changed. Display only.

Fields	Descriptions
Primary Curriculum Changed Concentration 2 (set 2)	Checkbox used to indicate whether the fifth concentration in the primary curriculum was changed. Display only.
Primary Curriculum Changed Concentration 3 (set 2)	Checkbox used to indicate whether the sixth concentration in the primary curriculum was changed. Display only.
Primary Curriculum Changed Minor 1	Checkbox used to indicate whether the first minor in the primary curriculum was changed. Display only.
Primary Curriculum Changed Minor 2	Checkbox used to indicate whether the second minor in the primary curriculum was changed. Display only.
Additional Curriculum Changed Catalog	Checkbox used to indicate whether the catalog term in the second curriculum was changed. Display only.
Additional Curriculum Changed Major 1	Checkbox used to indicate whether the first major in the second curriculum was changed. Display only.
Additional Curriculum Changed Department 1	Checkbox used to indicate whether the first department in the second curriculum was changed. Display only.
Additional Curriculum Changed Concentration 1	Checkbox used to indicate whether the first concentration in the second curriculum was changed. Display only.

Fields	Descriptions
Additional Curriculum Changed Concentration 2	Checkbox used to indicate whether the second concentration in the second curriculum was changed. Display only.
Additional Curriculum Changed Concentration 3	Checkbox used to indicate whether the third concentration in the second curriculum was changed. Display only.
Additional Curriculum Changed Major 2	Checkbox used to indicate whether the second major in the second curriculum was changed. Display only.
Additional Curriculum Changed Department 2	Checkbox used to indicate whether the second department in the second curriculum was changed. Display only.
Additional Curriculum Changed Concentration 1	Checkbox used to indicate whether the fourth concentration in the second curriculum was changed. Display only.
Additional Curriculum Changed Concentration 2	Checkbox used to indicate whether the fifth concentration in the second curriculum was changed. Display only.
Additional Curriculum Changed Concentration 3	Checkbox used to indicate whether the sixth concentration in the second curriculum was changed. Display only.
Additional Curriculum Changed Minor 1	Checkbox used to indicate whether the first minor in the second curriculum was changed. Display only.

Fields	Descriptions
Additional Curriculum Changed Minor 2	Checkbox used to indicate whether the second minor in the second curriculum was changed. Display only.

Hardcopy Request Window

Use the Hardcopy Request window to request printed compliance hardcopy output. When a hardcopy request is entered and saved, the compliance process is run for the compliance request, if necessary, and then prints the requested output for the request.

You can manually enter the name and address of the recipient of the hardcopy output, or you can specify the recipient by selecting the appropriate code from within the system. For the latter, you can specify one (and only one) of the following:

- Internal college
- Outside institution
- Internal department
- Student address

Rules for the content of the output are defined on the Compliance Print Type Rules Form (SMACPRT).

Fields	Descriptions
Request Number	Number of the compliance request. Display only.
Compliance Type	Code of the compliance print output type requested. Required. Select the Search button for this field to display the Existing Compliance Types List. (lookup) List Existing Compliance Types List
Request Date	Date of the output request. Required. The system automatically enters the current date, but it can be changed. Requests with a future date are not processed until the specified date. Double-click in the field or select the Calendar button for this field to display a calendar that can be used to select the date.

Fields	Descriptions
Print Immediately	Checkbox used to indicate whether the output should be printed immediately. If the checkbox is cleared, the request is held for batch processing.
Copies	Number of hardcopy output copies to be produced. Required. The default is *1* but you can change it to any value up to *99*.
Internal College	Code of the internal college that is to receive the hardcopy output, if applicable. When a valid code is entered, the system automatically enters the college's name in the **Issued To** field. Select the Search button for this field to display the College Validation (STVCOLL) list. (lookup) List College Validation (STVCOLL)
Internal Department	Code of the internal college that is to receive the hardcopy output, if applicable. When a valid code is entered, the system automatically enters the college's name in the **Issued To** field. Select the Search button for this field to display the Department Validation (STVDEPT) list. (lookup) List Department Validation (STVDEPT)
Outside Institution Code	Code of the outside institution that is to receive the hardcopy output, if applicable. When a valid code is entered, the system automatically enters the outside institution's name and address in the appropriate fields, although you can change any of the values. Select the Search button for this field to display the Source/Background Institution Query-Only Form (SOISBGI). (lookup) List Source/Background Institution Query-Only Form (SOISBGI)

Fields	Descriptions
Student Address Type	Code of the student's address to which the hardcopy output is to be mailed, if applicable. When a valid code is entered, the system automatically enters the student's name and address in the appropriate fields, although you can change any of the values. Select the Search button for this field to display the Option List. (lookup) List Address Type Validation (STVATYP) (lookup) Count Hits Address Summary Form (SOADDRQ)
Issued To	Name of the person or agency to whom the hardcopy output is to be mailed. If you used the **Forward Internal College**, **Outside Institution Code**, **Forward Internal Department**, or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change any of the values.
Street Line 1 Street Line 2 Street Line 3	Three lines on which to enter the address to which the hardcopy output is to be mailed. If you used the **Outside Institution Code** or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change any of the values.
City	City of the address to which the hardcopy output is to be mailed. If you used the **Outside Institution Code** or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change the value.
State or Province	Code of the state or province of the address to which the hardcopy output is to be mailed. If you used the **Outside Institution Code** or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change the value. Select the Search button for this field to display the State/Province Code Validation (STVSTAT) list. (lookup) List State/Province Code Validation (STVSTAT)

Fields	Descriptions
ZIP or Postal code	ZIP or postal code of the address to which the hardcopy output is to be mailed. If you used the **Outside Institution Code** or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change the value. Select the Search button for this field to display the ZIP/Postal Code Validation Form (GTVZIPC). (lookup) List ZIP/Postal Code Validation Form (GTVZIPC)
Nation	Code of the nation of the address to which the hardcopy output is to be mailed. If you used the **Outside Institution Code** or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change the value. Select the Search button for this field to display the Nation Validation (STVNATN) list. (lookup) List Nation Validation (STVNATN)
Compliance Print Date	Date on which the hardcopy output was printed. Display only.
User	Login ID of the user who requested the hardcopy output. Display only.
Printer	Code of the printer to which the output was sent, if any. Display only.

Hardcopy Billing Information Window

Use the Hardcopy Billing Information window to create Accounts Receivable transactions associated with the hardcopy request.

You can send authorized charges directly to a person's account in the Accounts Receivable module and log those transactions to a cashiering session identified by the user ID displayed in the **Authorized** field.

When you add a fee, the transaction is immediately sent to Accounts Receivable when you save the transaction. You can review fees associated with compliance requests using the Accounts Receivable module forms.

Fields	Descriptions
Billing Term	Term associated with the charge. Required Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Fee Charged	Type of billing transaction to be created. *Y* Yes. Indicates that a transaction should be created. *N* No. Indicates that a transaction should not be created. If this indicator is set to *N*, no other entries can be made in this window, and no Accounts Receivable transaction will be created. *W* Waived. Indicates that a transaction should be created, but the transaction monetary amount should be *0.00*.
Detail Code	Detail code for the transaction to be created in Accounts Receivable. Detail codes are validated against the user if user security is enabled and the user is a "secured user" as defined on the User Profile Form (TGAUPRF). Select the Search button for this field to display the Detail Code Control Form (TSADETC). (lookup) List Detail Code Control Form (TSADETC)
Fee Amount	Monetary amount of the fee to be charged. Required. If a fee is associated with the detail code, the system automatically enters the amount in this field, but you can change it.
Fee Date	System date, which is used as the effective and transaction dates when the transaction is created in Accounts Receivable. Display only.

Fields	Descriptions
Fee Indicator	Indicator that shows whether fee processing has occurred. Display only. *Y* — Yes. Indicates that fee processing has created a charge in Accounts Receivable. *N* — No. Indicates that no fee processing has occurred. *W* — Waived. Indicates that fee processing has created an entry in Accounts Receivable, but the monetary amount of the transaction was *0.00*.
Authorized	Banner ID of the current user, which will be associated with the transaction when the transaction is created in Accounts Receivable. It is also the user ID of the cashier session in which the transaction will be recorded. Display only.

Compliance Request Activity Form (SMACACT)

Use the Compliance Request Activity Form (SMACACT) to display a summary of existing compliance requests. You can also use this form for the following:

- To perform queries to find specific compliance requests
- To purge the detail associated with a request
- To purge an entire request
- To create a new compliance evaluation

If the Student System Distribution Initialization Form (SOADEST) is displayed when you access this form, you can specify a printer for output or, if you do not want output to be printed, you can close it without entering any values.

This form includes the following windows:

- "Main Window" on page 7-80
- "Hardcopy Print Request Window" on page 7-82
- "Hardcopy Billing Information Window" on page 7-85

Main Window

This window contains the following fields.

Fields	Descriptions
Program	Program code associated with the compliance request. Display only.
ID	ID of the student for whom the compliance request was entered. Display only.
Name (untitled)	Name of the student for whom the compliance request was entered. Display only.
Mark Purge	Checkbox used to indicate whether the compliance request should be purged.
Request Number	Number of the compliance request. Display only.
Prog Met	Checkbox use to indicate whether the requirements for the program have been satisfied. Display only.
Required Credits	Number of credits required by the general requirements of the program. Display only.
Actual Credits	Actual number of credits used toward the program. Display only.
Connect	Connector between credit and course requirements for the program. Display only. *N* None *A* And *O* Or
Required Courses	Number of courses required by the general requirements of the program. Display only.
Actual Courses	Actual number of courses used toward the program. Display only.

Fields	Descriptions
Mark Recreate	Checkbox used to indicate whether you want a new compliance request to be created by copying this one. Multiple requests can be marked and all marked requests will be copied when you select Copy Marked Requests from the Options menu. When you process the copy you will have the option to create Hardcopy Output from the new request(s).
Changed Program	Checkbox used to indicate whether any program requirements have changed since the compliance evaluation was performed. Display only. If the requirements have changed, the results of the compliance may no longer be accurate.
Changed Area	Checkbox used to indicate whether any area requirements have changed since the compliance evaluation was performed. Display only. If the requirements have changed, then the results of the compliance may no longer be accurate.
Changed Group	Checkbox used to indicate whether any group requirements have changed since the compliance evaluation was performed. Display only. If the requirements have changed, then the results of the compliance may no longer be accurate.
Details Exist	Checkbox used to indicate whether detail output records exist for the compliance request. Display only. If this checkbox is selected, you can still produce detailed hardcopy output, and you can still view detailed output on the compliance output inquiry forms. Detail records will not exist for requests that have not yet been processed or for requests for which detail has been purged.
Curriculum Source	Source of the compliance curriculum data. Display only.
Originator Code	Code for the originator of the compliance request, if one was entered for the request. Display only.
Originator ID	Banner ID of the user who originated the compliance request, if one was entered for the request. Display only.

Fields	Descriptions
Originator Name	Name associated with the originator ID. Display only.
Requestor	Banner ID of the user who created the compliance request. Display only.
Compliance Date	Date on which the compliance process for this request was run. Display only.

Hardcopy Print Request Window

Use the Hardcopy Print Request window to enter details for hardcopy output to be produced for a new request being recreated via the main window.

This window is displayed if you have selected the **Mark Recreate** checkbox for at least one record and then select the option to copy marked requests. When the system displays an alert box with the message *Would you like to create Hardcopy Output records for the ID's or continue,* select Yes to access the Hardcopy Print Request window. (If you select Continue, the copy process continues without allowing you to create hardcopy requests. If you select Cancel, the copy function is terminated.)

Fields	Descriptions
Compliance Type	Code of the compliance print output type requested. Required. Select the Search button for this field to display the Existing Compliance Types List. (lookup) List Existing Compliance Types List
Request Date	Date of the output request. Required. The system automatically enters the current date, but it can be changed. Requests with a future date are not processed until the specified date. Double-click in the field or select the Calendar button for this field to display a calendar that can be used to select the date.
Copies	Number of hardcopy output copies to be produced. Required. The default is *1* but you can change it to any value up to *99*.

Fields	Descriptions
Internal College	Code of the internal college that is to receive the hardcopy output, if applicable. When a valid code is entered, the system automatically enters the college's name in the **Issued** field. Select the Search button for this field to display the College Validation (STVCOLL) list. (lookup) List College Validation (STVCOLL)
Outside Institution Code	Code of the outside institution that is to receive the hardcopy output, if applicable. When a valid code is entered, the system automatically enters the outside institution's name and address in the appropriate fields, although you can change any of the values. Select the Search button for this field to display the Source/ Background Institution Query-Only Form (SOISBGI). (lookup) List Source/Background Institution Query-Only Form (SOISBGI)
Internal Department	Code of the internal college that is to receive the hardcopy output, if applicable. When a valid code is entered, the system automatically enters the college's name in the **Issued** field. Select the Search button for this field to display the Department Validation (STVDEPT) list. (lookup) List Department Validation (STVDEPT)
Student Address Type	Code of the student's address to which the hardcopy output is to be mailed, if applicable. When a valid code is entered, the system automatically enters the student's name and address in the appropriate fields, although you can change any of the values. Select the Search button for this field to display the Option List. (lookup) List Address Type Validation (STVATYP) (lookup) Count Hits Address Summary Form (SOADDRQ)

Fields	Descriptions
Issued To	Name of the person or agency to whom the hardcopy output is to be mailed. If you used the **Internal College**, **Outside Institutional Code**, **Internal Department**, or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change the value.
Street Line 1 Street Line 2 Street Line 3	Three lines on which to enter the address to which the hardcopy output is to be mailed. If you used the **Outside Institutional Code** or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change any of the values.
City	City of the address to which the hardcopy output is to be mailed. If you used the **Outside Institutional Code** or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change the value.
State or Province	Code of the state or province of the address to which the hardcopy output is to be mailed. If you used the **Outside Institutional Code** or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change the value. Select the Search button for this field to display the State/Province Code Validation (STVSTAT) list. (lookup) List State/Province Code Validation (STVSTAT)
ZIP or Postal code	ZIP or postal code of the address to which the hardcopy output is to be mailed. If you used the **Outside Institutional Code** or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change the value. Select the Search button for this field to display the ZIP/Postal Code Validation Form (GTVZIPC). (lookup) List ZIP/Postal Code Validation Form (GTVZIPC)

Fields	Descriptions
Nation	Code of the nation of the address to which the hardcopy output is to be mailed. If you used the **Outside Institutional Code** or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change the value. Select the Search button for this field to display the Nation Validation (STVNATN) list. (lookup) List Nation Validation (STVNATN)
User	Banner ID of the user who requested the hardcopy output. Display only. A value is displayed only after the record has been saved.

Hardcopy Billing Information Window

Use the Hardcopy Billing Information window to create Accounts Receivable transactions associated with the hardcopy request specified in the main window.

You can send authorized charges directly to a person's account in the Accounts Receivable module and log those transactions to a cashiering session identified by the user ID displayed in the **Authorized** field.

When you add a fee, the transaction is immediately sent to Accounts Receivable when you save the transaction. You can review fees associated with compliance requests using the Accounts Receivable module forms.

Fields	Descriptions
Billing Term	Term associated with the charge. Required Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)

Fields	Descriptions
Fee Charged	Type of billing transaction to be created. *Y* — Yes. Indicates that a transaction should be created. *N* — No. Indicates that a transaction should not be created. If this indicator is set to *N*, no other entries can be made in this window, and no Accounts Receivable transaction will be created. *W* — Waived. Indicates that a transaction should be created, but the transaction monetary amount should be *0.00*.
Detail Code	Detail code for the transaction to be created in Accounts Receivable. Detail codes are validated against the user if user security is enabled and the user is a "secured user" as defined on the User Profile Form (TGAUPRF). Select the Search button for this field to display the Detail Code Validation (TSADETC/TFADETC) list. (lookup) List Detail Code Validation (TSADETC/TFADETC)
Fee Amount	Monetary amount of the fee to be charged. Required. If a fee is associated with the detail code, the system automatically enters the amount in this field, but you can change it.
Fee Date	System date, which is used as the effective and transaction dates when the transaction is created in Accounts Receivable. Display only.
Authorized	Banner ID of the current user, which will be associated with the transaction when the transaction is created in Accounts Receivable. It is also the user ID of the cashier session in which the transaction will be recorded. Display only.

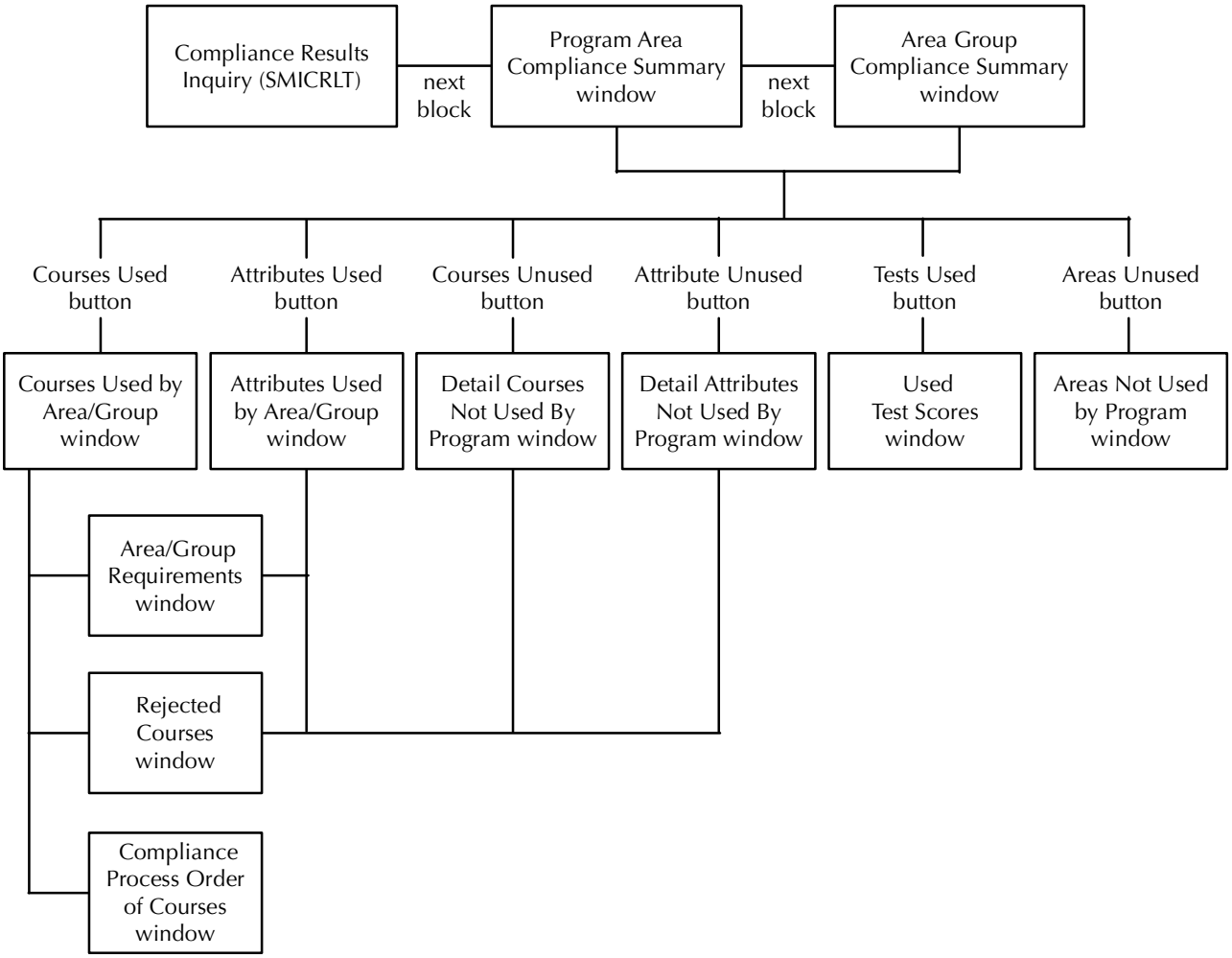
Compliance Results Forms

This section covers the following forms, which you can use to view the results of compliance requests:

- "Compliance Results Inquiry Form (SMICRLT)" on page 7-87
- "Program Output Inquiry Form (SMIPOUT)" on page 7-124
- "Area Output Inquiry Form (SMIAOUT)" on page 7-142
- "Group Output Inquiry Form (SMIGOUT)" on page 7-183

Compliance Results Inquiry Form (SMICRLT)

Use the Compliance Results Inquiry Form (SMICRLT) to view compliance results. This form allows you to "drill down" through successive levels of detailed compliance information. The following illustration provides a graphic representation, or "map," of the way that the windows in this form are organized.


Compliance Results Inquiry (SMICRLT)
next block
Program Area Compliance Summary window
next block
Area Group Compliance Summary window
Courses Used button
Attributes Used button
Courses Unused button
Attribute Unused button
Tests Used button
Areas Unused button
Courses Used by Area/Group window
Attributes Used by Area/Group window
Detail Courses Not Used By Program window
Detail Attributes Not Used By Program window
Used Test Scores window
Areas Not Used by Program window
Area/Group Requirements window
Rejected Courses window
Compliance Process Order of Courses window

Use the fields in the key block to specify the student and request number for which you want to review compliance results. The **ID** and **Request Number** fields are the only enterable fields, and a valid combination must be entered to access compliance results.

The key block specifies the person and request number for which you want to review compliance results. Both are required and must be valid in combination in order to access compliance results.

The main window summarizes compliance results, provides a quick status of the compliance, and allows you to access additional information.

This form includes the following windows:

- “Main Window” on page 7-89
- “Program Area Compliance Summary Window” on page 7-91
- “Area Group Compliance Summary Window” on page 7-93

- "Courses Used by Area/Group Window" on page 7-96
- "Attributes Used by Area/Group Window" on page 7-101
- "Detail Courses Not Used by Program Window" on page 7-107
- "Detail Attributes Not Used by Program Window" on page 7-109
- "Areas Not Used by Program Window" on page 7-112
- "Used Test Scores Window" on page 7-112
- "Area/Group Requirements Window" on page 7-113
- "Rejected Courses Window" on page 7-117
- "Compliance Process Order of Courses Window" on page 7-119

Main Window

The main window is composed of the Key Block and the Program Compliance Summary block.

Key Block

Use this block to specify the ID and number of the compliance request you want to view.

Fields	Descriptions
ID	ID of the student for whom compliance results are to be displayed. Select the Search button for this field to display the Compliance Output Person Search List. (lookup) List Compliance Output Person Search List
Name (untitled)	Name associated with the ID, automatically displayed when a value is entered in the **ID** field. Display only.
Request Number	Compliance request number for which compliance results are to be displayed. Select the Search button for this field to display the Compliance Requests List. (lookup) List Compliance Requests List

Program Compliance Summary Block

Use this block to display a brief summary of compliance results and a quick, at-a-glance status of the compliance request specified in the Key Block.

Fields	Descriptions
Program	Code and description of the program evaluated for this compliance request.
Catalog Term	Code and description of the term used for the evaluation for this compliance request.
Originator ID	ID and name of the originator of the compliance request, if an originator ID was entered when the compliance request was created.
Originator Code	Code and description of the originator of the compliance request, if an originator code was entered when the compliance request was created.

Buttons provide access to compliance results. If requirements have been defined for a category (for example, general requirements or tests) the applicable button (Met, Not Met, Used, or Unused) is enabled. If requirements have not been defined for a category, no buttons are enabled and an X appears on the button.

More buttons in the main window

Mouse	*Keyboard*	*Result*
General Requirements Met		Opens the main window of the Program Output Inquiry Form (SMIPOUT)
General Requirements Not Met		Opens the main window of SMIPOUT
Non-Course Requirements Met		Opens the main window of SMIPOUT
Non-Course Requirements Not Met		Opens the main window of SMIPOUT
Required Attributes Met		Opens the main window of SMIPOUT
Required Attributes Not Met		Opens the main window of SMIPOUT
Areas Met		Opens the Program Area Compliance Summary window of SMICRLT
Areas Not Met		Opens the Program Area Compliance Summary window of SMICRLT
Courses Used		Opens the Courses Used by Area/ Group window of SMICRLT

More buttons in the main window(cont)

Mouse	*Keyboard*	*Result*
Courses Unused		Opens the Detail Courses Not Used by Program window of SMICRLT
Attributes Used		Opens the Attributes Used by Area/ Group window of SMICRLT
Attributes Unused		Opens the Detail Attributes Not Used by Area/Group window of SMICRLT
Tests Used		Opens the Used Test Scores window of SMICRLT
Areas Unused		Opens the Areas Not Used by Program window of SMICRLT

Program Area Compliance Summary Window

Use the Program Area Compliance Summary window to view a summary of compliance results for each area used by the program for the compliance request specified in the Key Block of the main window.

To access this window, place the cursor in the main window, then go to the next block.

This window is composed of the Program block, the Area block, the Requirements block, and the Attachments block.

Program Block

This block displays the program and catalog term for the compliance results.

Fields	**Descriptions**
Program	Code and description of the program evaluated for this compliance request.
Program Name (untitled)	Name associated with the program code, automatically displayed when a value is entered in the **Program** field. Display only.
Catalog Term	Code and description of the term used for the evaluation for this compliance request.

Area Block

This block displays information about the area(s) for the compliance results.

Fields	Descriptions
Action Code	Code for the adjustment type, if an adjustment was performed on the area.
Awarded Credits	Number of credits awarded for the area.
Awarded Course	Number of courses awarded for the area.
Area	Code of an area used by the program.
Description	Description of the area.
Attached	Type of attachments (groups or courses) that make up the area's detail requirements.

Requirements Block

This block provides buttons to access to compliance results for area requirements. If details have been defined for a category (for example, general requirements) the applicable button (Met or Not Met) is enabled. If details have not been defined for a category, no buttons are enabled and an X appears on the button.

More buttons in the Requirements block

Mouse	*Keyboard*	*Result*
General Requirements Met		Opens the main window of the Area Output Inquiry Form (SMIAOUT)
General Requirements Not Met		Opens the main window of SMIAOUT
Group Requirements Met		Opens the Area/Group Compliance Summary window of SMICRLT
Group Requirements Not Met		Opens the Area/Group Compliance Summary window of SMICRLT
Detail Requirements Met		Opens the Course/Attribute Attachment Results window of SMIAOUT
Detail Requirements Not Met		Opens the Course/Attribute Attachment Results window of SMIAOUT

Attachments Block

This block provides buttons to access to compliance results for area attachments. If details have been defined for a category (for example, tests) the applicable button (Used or Unused) is enabled. If details have not been defined for a category, no buttons are enabled and an X appears on the button.

More buttons in the Attachments block

Mouse	*Keyboard*	*Result*
Courses Used		Opens the Courses Used by Area/ Group window of SMICRLT
Courses Unused		Opens the Detail Courses Not Used by Program window of SMICRLT
Attributes Used		Opens the Attributes Used by Area/ Group window of SMICRLT
Attributes Unused		Opens the Detail Attributes Not Used by Area/Group window of SMICRLT
Tests Used		Opens the Used Test Scores window of SMICRLT
Areas Unused		Opens the Areas Not Used by Program window of SMICRLT

Area Group Compliance Summary Window

Use the Area Group Compliance Summary window to view a summary of compliance results for each group attached to an area for the compliance request specified in the Key Block of the main window.

To access this window, in the Program Area Compliance Summary window, place the cursor in the row of the area for which you want to view group details, then go to the next block.

This window is composed of the Program/Area block, the Group block, the Reason Not Met block, the Requirements block, and the Attachments block.

Program/Area Block

This block displays the program, catalog term, and area for the compliance results.

Fields	**Descriptions**
Program	Code and description of the program evaluated for this compliance request.
Program Name (untitled)	Name associated with the program code, automatically displayed when a value is entered in the **Program** field. Display only.

Fields	Descriptions
Catalog Term	Code and description of the term used for the evaluation for this compliance request.
Area	Code of the area selected in the Program Area Compliance Summary window.

Group Block

This block displays information about the group(s) for the compliance results.

Fields	Descriptions
Met	Checkbox used to indicate whether the requirements have been met for the group.
Set	User-defined identifier for the set to which this requirement belongs, if a set was defined. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if a subset was defined.
Rule	User-defined identifier for the rule for this requirement, if a rule was defined. See "Rules" on page 2-13 for more information about rules.
Group	Code and description of a group. Select the Search button for this field to display the Area Group Attachment List. (lookup) List Area Group Attachment List
Description	Description of the group.
Action Code	Code for the adjustment type, if an adjustment was performed on the area.
Awarded Credits	Number of credits awarded for the area.
Awarded Course	Number of courses awarded for the area.

Reason Not Met Block

This block displays the reason a group rule or group is not met.

Fields	Descriptions
Reason Rule or Group Not Met	Reason why the group rule or group selected in the Group block is not met, if applicable.

Requirements and Rules Block

This block provides buttons to access to compliance results for group requirements and rules. If details have been defined for a category (for example, general requirements) the applicable button (Met or Not Met) is enabled. If details have not been defined for a category, no buttons are enabled and an X appears on the button.

More buttons in the Requirements and Rules block

Mouse	*Keyboard*	*Result*
Group General Requirements Met		Opens the main window of the Group Output Inquiry Form (SMIGOUT)
Group General Requirements Not Met		Opens the main window of SMIGOUT
Group Detail Requirements Met		Opens the Course/Attribute Attachment window of SMIGOUT
Group Detail Requirements Not Met		Opens the Course/Attribute Attachment window of SMIGOUT
Rule Requirements Met		Opens the Area Rule Attachment window of SMICRLT
Rule Requirements Not Met		Opens the Area Rule Attachment window of SMICRLT

Attachments Block

This block provides buttons to access to compliance results for group attachments. If details have been defined for a category (for example, tests) the applicable button (Used or Unused) is enabled. If details have not been defined for a category, no buttons are enabled and an X appears on the button.

More buttons in the Attachments block

Mouse	*Keyboard*	*Result*
Courses Used		Opens the Courses Used by Area/ Group window of SMICRLT
Courses Unused		Opens the Detail Courses Not Used by Program window of SMICRLT
Attributes Used		Opens the Attributes Used by Area/ Group window of SMICRLT
Attributes Unused		Opens the Detail Attributes Not Used by Area/Group window of SMICRLT
Tests Used		Opens the Used Test Scores window of SMICRLT
Areas Unused		Opens the Areas Not Used by Program window of SMICRLT

Courses Used by Area/Group Window

Use the Courses Used by Area/Group window to view the courses and/or course attributes used by the program for the compliance request specified in the Key Block of the main window. This window can be accessed from the Program Area Compliance Summary window or the Area Group Compliance Summary window.

- If the window is accessed from the Program Area Compliance Summary window, the system displays all records associated with the program.
- If the window is accessed from the Area Group Compliance Summary window, the system displays all records associated with the area selected in the Area Group Compliance Summary window.

This window displays the records in order by subject/course number. If you want to view the records in order by compliance usage, access the Compliance Process Order of Courses window.

This window is composed of the Program block and the Courses Used block.

Program Block

This block displays the program and catalog term for the compliance results.

Fields	**Descriptions**
Program	Code and description of the program evaluated for this compliance request.
Program Name (untitled)	Name associated with the program code, automatically displayed when a value is entered in the **Program** field. Display only.

Fields	Descriptions
Catalog Term	Code and description of the term used for the evaluation for this compliance request.

Courses Used Block

This block displays information about the courses used to satisfy requirements.

Fields	Descriptions
Subject	Subject code of the course used to satisfy an area or group requirement. Select the Search button for this field to display the Subject Codes List. (lookup) List Subject Codes List
Course	Number of the course used to satisfy an area or group requirement. Select the Search button for this field to display the Subjects and Courses List. (lookup) List Subjects and Courses List
Course Attribute	Code of the course attribute associated with the requirement, if any. Select the Search button for this field to display the Course Attributes List. (lookup) List Course Attributes List
CRN	Course reference number of the course used to satisfy the requirement. The field is blank if the course is a planned or transfer course.
Title	Name of the course used to satisfy the requirement.
Concurrency Indicator	Indicates whether this course can be taken concurrently with a prerequisite. This indicator applies only to requirements that are used in prerequisite checking.

Fields	Descriptions
Source	Source of the course used to satisfy the requirement. *History* — Institutional course that has already been rolled to Academic History *Transfer* — Transfer course *In Progress* — In-progress course that has not been graded and rolled to Academic History *Planned* — Planned course associated with the compliance request
Course Level	Course level associated with the course. **Note:** Courses at levels other than the native level of the program can satisfy a requirement only if the level is specifically included for the program, area, or group.
Credits Actual	Total number of credits earned in the course.
Credits Used	Number of credits earned in the course that were used to satisfy the requirement. The value in this field is different from the value in the **Credits Actual** field only when the course's credits were split because the student reached the maximum number of credits required.
Grade Code	Grade that the student earned in the course. Grades are not displayed for planned and in-progress courses.
Grading Mode	Grading mode associated with the grade that the student earned in the course. Grade modes are not displayed for planned and in-progress courses.
Term Code	Term in which the course was taken, is planned, or to which a transfer course was applied, as appropriate.
Course Level	Course level associated with the course. **Note:** Courses at levels other than the native level of the program can satisfy a requirement only if the level is specifically included for the program, area, or group.
Campus	Code of the campus associated with the course.

Fields	Descriptions
College	Code of the college associated with the course.
Department	Code of the department associated with the course.
Traditional	Checkbox used to indicate whether the grade assigned to the course is a "traditional" grade, as defined on the Grade Code Maintenance Form (SHAGRDE). The checkbox is never selected for planned or in progress courses.
Repeat	Checkbox used to indicate whether the course is a repeated course.
Area	Code of the area in which the course was used to satisfy a requirement. Select the Search button for this field to display the Areas Used by Program List. (lookup) List Areas Used by Program List
Group	Code of the group in which the course was used to satisfy a requirement, if the requirement is associated with a group. Select the Search button for this field to display the Used Courses by Group List. (lookup) List Used Courses by Group List
Area Reuse Course	Default course reuse rule to be used by compliance for the area. *N* None *I* In *O* Out *B* Both
Area Reuse Attribute	Default attribute reuse rule to be used by compliance for the area. *N* None *I* In *O* Out *B* Both

Fields	Descriptions
Group Reuse Course	Default course reuse rule used by compliance for the group. *N* None *I* In *O* Out *B* Both
Group Reuse Attribute	Default attribute reuse rule used by compliance for the group. *N* None *I* In *O* Out *B* Both
Count in Program	Checkbox used to indicate whether the course counts toward the program's totals.
Count in Area	Checkbox used to indicate whether the course counts toward the area's general requirement (minimum credits and/or courses, maximum transfer credits and/or courses, and so on).
Count in Group	Checkbox used to indicate whether the course counts toward the group's general requirement (minimum credits and/or courses, maximum transfer credits and/or courses, and so on), if the course is used to satisfy a group's requirements.
Count in GPA	Checkbox used to indicate whether the course counts toward grade point averages calculated for the program.
Compliance Credits	Number of credits accumulated toward group, area, and program general requirements, if a specific number of compliance credits have been defined for the requirement.
Compliance Courses	Number of courses accumulated toward group, area, and program general requirements, if a specific number of compliance courses have been defined for the requirement.
Split Course	Checkbox used to indicate whether the course's credits are split because it exceeds the maximum number of credits allowed toward the requirement.

Fields	Descriptions
Applied Indicator	Checkbox used to indicate whether the course was applied toward the degree associated with the program for the compliance request.
Equivalent Course	Checkbox used to indicate whether the course used to satisfy the requirement is an equivalent one to the one specified in the requirement.
Potential Usage	Checkbox used to indicate whether the course can potentially be used to satisfy the requirement. It is selected only when a requirement cannot be completely satisfied by using the course.
Catalog Used	Checkbox used to indicate whether the requirement specified that all courses in the institution's catalog within a specified range were required to satisfy the requirement.
Action Code	Code for the adjustment type, if an adjustment was performed on the area.
Adjusted Credits	Number of credits accumulated if an adjustment was performed.
Adjusted Courses	Number of courses accumulated if an adjustment was performed.
Source of Adjustment	Source of the adjustment.

Attributes Used by Area/Group Window

Use the Attributes Used by Area/Group window to view the student and/or course attributes used by the program for the compliance request specified in the Key Block of the main window. This window can be accessed from the Program Area Compliance Summary window or the Area Group Compliance Summary window.

- If the window is accessed from the Program Area Compliance Summary window, the system displays all records associated with the program.
- If the window is accessed from the Area Group Compliance Summary window, the system displays all records associated with the area selected in the Area Group Compliance Summary window.

This window is composed of the Program block and the Attributes Used block.

Program Block

This block displays the program and catalog term for the compliance results.

Fields	Descriptions
Program	Code and description of the program evaluated for this compliance request.
Program Name (untitled)	Name associated with the program code, automatically displayed when a value is entered in the **Program** field. Display only.
Catalog Term	Code and description of the term used for the evaluation for this compliance request.

Attributes Used Block

This block displays information about the attributes used to satisfy requirements.

Fields	Descriptions
Student Attribute	Code of the student attribute that was used to satisfy this area or group requirement.
Course Attribute	Code of the course attribute that was used to satisfy this area or group requirement.
Subject	Subject code of the course used to satisfy this area or group requirement. Select the Search button for this field to display the Subject Codes List. (lookup) List Subject Codes List
Crse	Number of the course used to satisfy this area or group requirement. Select the Search button for this field to display the Subjects and Courses List. (lookup) List Subjects and Courses List
CRN	Course reference number of the course used to satisfy this requirement. The field is blank if the course is a planned or transfer course.

Fields	Descriptions
Title	Name of the course used to satisfy this requirement.
Concurrency Indicator	Indicates whether this course can be taken concurrently with a prerequisite. This indicator applies only to requirements that are used in prerequisite checking.
Source	Source of the course used to satisfy this requirement. *History* — Institutional course that has already been rolled to Academic History *Transfer* — Transfer course *In Progress* — In-progress course that has not been graded and rolled to Academic History *Planned* — Planned course associated with the compliance request
Credits Actual	Total number of credits earned in the course.
Credits Used	Number of credits earned in the course that were used to satisfy this requirement. The value in this field is different from the value in the **Credits Actual** field only when the course's credits were split because the student reached the maximum number of credits required.
Grade Code	Grade that the student earned in the course. Grades are not displayed for planned and in-progress courses.
Grading Mode	Grading mode associated with the grade that the student earned in the course. Grade modes are not displayed for planned and in-progress courses.
Term	Term in which the course was taken, is planned, or to which a transfer course was applied, as appropriate.
Course Level	Course level associated with the course. **Note:** Courses at levels other than the native level of the program can satisfy a requirement only if the level is specifically included for the program, area, or group.

Fields	Descriptions
Campus	Code of the campus associated with the course.
College	Code of the college associated with the course.
Department	Code of the department associated with the course.
Traditional	Checkbox used to indicate whether the grade assigned to the course is a "traditional" grade, as defined on the Grade Code Maintenance Form (SHAGRDE). The checkbox is never selected for planned or in progress courses.
Repeat	Checkbox used to indicate whether the course is a repeated course.
Area	Code of the area in which the course was used to satisfy a requirement. Select the Search button for this field to display the Areas Used by Program List. (lookup) List Areas Used by Program List
Group	Code of the group in which the course was used to satisfy a requirement, if the requirement is associated with a group. Select the Search button for this field to display the Used Courses by Group List. (lookup) List Used Courses by Group List
Area Reuse Course	Default course reuse rule to be used by compliance for the area. *N* None *I* In *O* Out *B* Both

Fields	Descriptions
Area Reuse Attribute	Default attribute reuse rule to be used by compliance for the area. *N* None *I* In *O* Out *B* Both
Group Reuse Course	Default course reuse rule used by compliance for the group. *N* None *I* In *O* Out *B* Both
Group Reuse Attribute	Default attribute reuse rule used by compliance for the group. *N* None *I* In *O* Out *B* Both
Count in Program	Checkbox used to indicate whether the course counts toward the programs's general requirement (minimum credits and/or courses, maximum transfer credits and/or courses, and so on).
Count in Area	Checkbox used to indicate whether the course counts toward the area's general requirement (minimum credits and/or courses, maximum transfer credits and/or courses, and so on).
Count in Group	Checkbox used to indicate whether the course counts toward the group's general requirement (minimum credits and/or courses, maximum transfer credits and/or courses, and so on), if the course is used to satisfy a group's requirements.
Count in GPA	Checkbox used to indicate whether the course counts toward grade point averages calculated for the program.
Compliance Credits	Number of credits accumulated toward group, area, and program general requirements, if a specific number of compliance credits have been defined for the requirement.

Fields	Descriptions
Compliance Courses	Number of courses accumulated toward group, area, and program general requirements, if a specific number of compliance courses have been defined for the requirement.
Split Course	Checkbox used to indicate whether the course's credits are split because it exceeds the maximum number of credits allowed toward the requirement.
Applied Indicator	Checkbox used to indicate whether the course was applied toward the degree associated with the program for the compliance request.
Equivalent Course	Checkbox used to indicate whether the course used to satisfy the requirement is an equivalent one to the one specified in the requirement.
Potential Usage	Checkbox used to indicate whether the course can potentially be used to satisfy the requirement. It is selected only when a requirement cannot be completely satisfied by using the course.
Catalog Used	Checkbox used to indicate whether the requirement specified that all courses in the institution's catalog within a specified range were required to satisfy the requirement.
Action Code	Code for the adjustment type, if an adjustment was performed on the area.
Adjusted Credits	Number of credits accumulated if an adjustment was performed.
Adjusted Courses	Number of courses accumulated if an adjustment was performed.
Source of Adjustment	Source of the adjustment.

Detail Courses Not Used by Program Window

Use the Detail Courses Not Used by Program window to view the courses that were not used by the program for the compliance request specified in the Key Block of the main window. This window can be accessed from the Program Area Compliance Summary window or the Area Group Compliance Summary window.

- If the window is accessed from the Program Area Compliance Summary window, the system displays all records associated with the program.
- If the window is accessed from the Area Group Compliance Summary window, the system displays all records associated with the area selected in the Area Group Compliance Summary window.

Courses not considered by compliance are not reflected as not used. For example, when you enter a compliance request, you specify whether or not applied-to-degree courses will be used, whether or not to include in-progress courses, and the minimum and maximum terms from which to select courses. Any courses falling outside of any of these conditions are not selected, and therefore are not reported as unused.

This window is composed of the Program block and the Courses Not Used block.

Program Block

This block displays the program and catalog term for the compliance results.

Fields	Descriptions
Program	Code and description of the program evaluated for this compliance request.
Program Name (untitled)	Name associated with the program code, automatically displayed when a value is entered in the **Program** field. Display only.
Catalog Term	Code and description of the term used for the evaluation for this compliance request.

Courses Not Used Block

This block displays information about the courses that were not used by the program.

Fields	Descriptions
Subject	Subject code of the course that was not used to satisfy this area or group requirement. Select the Search button for this field to display the Subject Codes List. (lookup) List Subject Codes List
Course Number	Number of the course that was not used to satisfy this area or group requirement. Select the Search button for this field to display the Subjects and Courses List. (lookup) List Subjects and Courses List
CRN	Course reference number of the course that was not used to satisfy this requirement. The field is blank if the course is a planned or transfer course.
Course Title	Name of the course that was not used to satisfy this requirement.
Source	Source of the course that was not used to satisfy this requirement. *History* Institutional course that has already been rolled to Academic History *Transfer* Transfer course *In Progress* In-progress course that has not been graded and rolled to Academic History *Planned* Planned course associated with the compliance request
Term	Term in which the course was taken, is planned, or to which a transfer course was applied, as appropriate.
Grade Code	Grade that the student earned in the course. Grades are not displayed for planned and in-progress courses.
Grading Mode	Grading mode associated with the grade that the student earned in the course. Grade modes are not displayed for planned and in-progress courses.

Fields	Descriptions
Credits Actual	Total number of credits earned in the course.
Credits Available	Number of credits earned in the course. The value in this field is different from the value in the **Credits Actual** field only when the course's credits were split because the student reached the maximum number of credits required.
Course Level	Course level associated with the course. **Note:** Courses at levels other than the native level of the program can satisfy a requirement only if the level is specifically included for the program, area, or group.
Campus	Code of the campus associated with the course.
College	Code of the college associated with the course.
Department	Code of the department associated with the course.
Traditional	Checkbox used to indicate whether the grade assigned to the course is a “traditional” grade, as defined on the Grade Code Maintenance Form (SHAGRDE). The checkbox is never selected for planned or in progress courses.
Repeat	Checkbox used to indicate whether the course is a repeated course.

Detail Attributes Not Used by Program Window

Use the Detail Attributes Not Used by Program window to view the course attributes that were not used by the program for the compliance request specified in the Key Block of the main window. This window can be accessed from the Program Area Compliance Summary window or the Area Group Compliance Summary window.

- If the window is accessed from the Program Area Compliance Summary window, the system displays all records associated with the program.
- If the window is accessed from the Area Group Compliance Summary window, the system displays all records associated with the area selected in the Area Group Compliance Summary window.

Attributes not considered by compliance are not reflected as not used. For example, when you enter a compliance request, you specify whether or not applied-to-degree courses will be used, whether or not to include in-progress courses, and the minimum and maximum terms from which to select courses. Any attributes falling outside of any of these conditions are not selected, and therefore are not reported as unused.

This window is composed of the Program block and the Attributes Not Used block.

Program Block

This block displays the program and catalog term for the compliance results.

Fields	Descriptions
Program	Code and description of the program evaluated for this compliance request.
Program Name (untitled)	Name associated with the program code, automatically displayed when a value is entered in the **Program** field. Display only.
Catalog Term	Code and description of the term used for the evaluation for this compliance request.

Attributes Not Used Block

This block displays information about the attributes that were not used by the program.

Fields	Descriptions
Course Attribute	Atribute code of the course that was not used to satisfy this area or group requirement.
Subject	Subject code of the course that was not used to satisfy this area or group requirement.
Course Number	Number of the course that was not used to satisfy this area or group requirement. Select the Search button for this field to display the Subjects and Courses List. (lookup) List Subjects and Courses List

Fields	Descriptions
CRN	Course reference number of the course that was not used to satisfy this requirement. The field is blank if the course is a planned or transfer course.
Course Title	Name of the course that was not used to satisfy this requirement.
Source	Source of the course that was not used to satisfy this requirement. *History* — Institutional course that has already been rolled to Academic History *Transfer* — Transfer course *In Progress* — In-progress course that has not been graded and rolled to Academic History *Planned* — Planned course associated with the compliance request
Credits Actual	Total number of credits earned in the course.
Credits Available	Number of credits earned in the course. The value in this field is different from the value in the **Credits Actual** field only when the course's credits were split because the student reached the maximum number of credits required.
Grade Code	Grade that the student earned in the course. Grades are not displayed for planned and in-progress courses.
Grading Mode	Grading mode associated with the grade that the student earned in the course. Grade modes are not displayed for planned and in-progress courses.
Term	Term in which the course was taken, is planned, or to which a transfer course was applied, as appropriate.
Course Level	Course level associated with the course. **Note:** Courses at levels other than the native level of the program can satisfy a requirement only if the level is specifically included for the program, area, or group.
Campus	Code of the campus associated with the course.

Fields	Descriptions
College	Code of the college associated with the course.
Department	Code of the department associated with the course.
Traditional	Checkbox used to indicate whether the grade assigned to the course is a “traditional” grade, as defined on the Grade Code Maintenance Form (SHAGRDE). The checkbox is never selected for planned or in progress courses.
Repeat	Checkbox used to indicate whether the course is a repeated course.

Areas Not Used by Program Window

Use the Areas Not Used by Program window to view a list of areas that were not used by the program for the compliance request specified in the Key Block of the main window. It also provides the reason an area was not used.

To be considered unused, an area must be attached to the program and either be inactive for the catalog term for which compliance was run, or be a dynamic area attached to a non-captive program with area qualifiers that do not match the student's characteristics.

Fields	Descriptions
Area	Code of the area not used by the program.
Reason	Reason that the area was not used by the program.

Used Test Scores Window

Use the Test Scores window to view test scores used by the program for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Area	Code of the area for which the test was used to satisfy a requirement.

Fields	Descriptions
Group	Code of the group for which the test was used to satisfy a requirement, if the requirement is associated with a group.
Test	Code of the test.
Description	Description associated with the test.
Minimum	Minimum acceptable test score.
Test Score	Actual test score.
Maximum	Maximum acceptable test score.

Area/Group Requirements Window

Use the Area/Group Requirements window to view the details of the specific requirement that a used course/attribute satisfied for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
The following fields display information about the selected ourse.	
Subject	Subject code of the course used to satisfy this area or group requirement.
Course Number	Number of the course used to satisfy this area or group requirement.
Course Attribute	Code of the course attribute associated with this requirement, if any.
The following fields display information about the definition of the requirement.	
Program	Code of the program associated with this requirement.
Area	Code of the area associated with this requirement.
Group	Code of the group associated with this requirement.

Fields	Descriptions
Effective Term	Code of the effective term associated with this requirement.
Met	Checkbox used to indicate whether this requirement is completely satisfied.
Set	User-defined identifier for the set to which this requirement belongs, if a set was defined. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if a subset was defined.
Rule	User-defined identifier for the rule for this requirement, if a rule was defined. See the "Rules" on page 2-13 for more information about rules.
Subject	Code of the subject used associated with this requirement.
Course Number Low	Course number associated with this requirement or the lowest number in a range.
Course Number High	Highest number in a range associated with this requirement.
Course Attribute	Code of the course attribute associated with this requirement.
Student Attribute	Code of the student attribute associated with this requirement.
Year Rule	Number of years within which a course must be taken for it to be used by an area in the program.
Miminum Course Grade	Code of the minimum grade that must be earned for the course to satisfy the requirements.
Use Split Course	Checkbox used to indicate whether this requirement can be satisfied by a split course.
Minimum Credits Per Course	Minimum number of credits that can be earned for the course to satisfy this requirement.

Fields	Descriptions
Maximum Credits Per Course	Maximum number of credits that can be earned for the course to satisfy this requirement.
Used Credits	Number of credits used to satisfy this requirement.
Used Courses	Number of courses used to satisfy this requirement.
Used Transfer Credits	Number of transfer credits used to satisfy this requirement.
Used Transfer Courses	Number of transfer courses used to satisfy this requirement.
Required Credits	Minimum number of credits required to satisfy this requirement.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Required Courses	The minimum number of courses required to satisfy this requirement.
Maximum Credits	Maximum number of credits from a course or group of courses that can be used to satisfy this requirement.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**).
Maximum Courses	Maximum number of courses that can be used to satisfy this requirement.

Fields	Descriptions
Count in GPA	Checkbox used to indicate whether the grade assigned to the course for this requirement counts toward GPAs calculated within the program.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement.
Must Take Before Term	Last term in which a course can be taken to satisfy this requirement.
Compliance Credits	Number of credits that can accumulate toward area and program general requirements after this requirements is satisfied.
Compliance Courses	Number of courses that can accumulate toward area and program general requirements after this requirements is satisfied.
Maximum Transfer Credits	Maximum number of transfer credits from a course or group of courses that can be used to satisfy this requirement.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**).
Maximum Transfer Courses	Maximum number of transfer courses that can be used to satisfy this requirement.
Campus	Code of the campus associated with this requirement.
College	Code of the college associated with this requirement.
Department	Code of the department associated with this requirement.
Transfer	Checkbox used to indicate whether this requirement can be satisfied by a transfer course.

Fields	Descriptions
Originated	Source of this requirement. Original — The requirement as originally defined Adjusted — The requirement changed as a result of an adjustment
Concurrent Enrollment Allowed	Checkbox used to indicate whether concurrent enrollment is allowed to meet the requirement.
Test Code	Code of the test type associated with this requirement.
Test Score Minimum	Minimum test score that can satisfy this requirement.
Test Score Maximum	Maximum test score that can satisfy this requirement.

Rejected Courses Window

Use the Rejected Courses window to view the courses/attributes that were not applied toward the program for the compliance request specified in the Key Block of the main window. The reason for rejection is included for each record.

Courses and/or course attributes can be rejected for the following reasons:

- Campus/Coll/Dept Not Valid for Requirement
- Outside Term Range
- Exceeded Year Rule Limit
- Outside Credits Per Crse Range
- Detail Min Grade Not Met
- Group Min Grade Not Met
- Area Min Grade Not Met
- Program Min Grade Not Met
- Detail Addl. Level Not Met
- Group Addl. Level Not Met
- Area Addl. Level Not Met
- Program Addl. Level Not Met
- Excluded from the Requirement

- Course Level Not Valid for Group/Area/Program
- Group Restricted Subject/Attribute
- Area Restricted Subject/Attribute
- Program Restricted Subject/Attribute
- Group Restricted Grade
- Area Restricted Grade
- Program Restricted Grade
- Transfer Course Not Allowed
- Exceeded Max Transfer Credits/Courses
- Exceeded Max Non-Traditional Credits/Courses

Fields	Descriptions
Program	Code and description of the program evaluated for this compliance request.
Catalog Term	Code and description of the term used for the evaluation for this compliance request.
Area	Code of the area for which the course matched a requirement but was rejected.
Group	Code of the group for which the course matched a requirement but was rejected and, therefore, not applied, if the requirement is associated with a group.
Subject	Subject code of the course that matched a requirement but was rejected.
Course Number	Number of the course that matched a requirement but was rejected.
Attribute	Code of the course attribute that matched a requirement but was rejected.
Rejection Reason	The reason the course and/or course attribute was rejected. Display only.
CRN	Course reference number. Cross-reference number of a rejected course. Display only.
Term	Term in which the rejected course was taken. Display only.

Compliance Process Order of Courses Window

Use the Compliance Process Order of Courses window to view the courses and/or course attributes used by the program for the compliance request specified in the Key Block of the main window. This window displays the records in order by compliance usage.

Fields	Descriptions
Program	Code and description of the program evaluated for this compliance request.
Catalog Term	Code and description of the term used for the evaluation for this compliance request.
Subject	Subject code of the course used to satisfy an area or group requirement. For searches, select the Search button for this field to display the Subjects Codes List. (lookup) List Subject Codes List
Crse	Number of the course used to satisfy an area or group requirement. For searches, select the Search button for this field to display the Subjects and Courses List. (lookup) List Subjects and Courses List
Course Attribute	Code of the course attribute associated with the requirement, if any. For searches, select the Search button for this field to display the Course Attributes List. (lookup) List Course Attributes List
CRN	Course reference number of the course used to satisfy the requirement. The field is blank if the course is a planned or transfer course.
Title	Name of the course used to satisfy the requirement.

Fields	Descriptions
Concurrency Ind	Indicates whether this course can be taken concurrently with a prerequisite. This indicator applies only to requirements that are used in prerequisite checking.
Source	Source of the course used to satisfy the requirement. *History* — Institutional course that has already been rolled to Academic History *Transfer* — Transfer course *In Progress* — In-progress course that has not been graded and rolled to Academic History *Planned* — Planned course associated with the compliance request
Credits Actual	Total number of credits earned in the course.
Credits Used	Number of credits earned in the course that were used to satisfy the requirement. The value in this field is different from the value in the **Credits Actual** field only when the course's credits were split because the student reached the maximum number of credits required.
Grade Code	Grade that the student earned in the course. Grades are not displayed for planned and in-progress courses.
Grade Mode	Grading mode associated with the grade that the student earned in the course. Grades are not displayed for in-progress and planned courses.
Term	Term in which the course was taken, is planned, or to which a transfer course was applied, as appropriate.
Level	Course level associated with the course. **Note:** Courses at levels other than the native level of the program can satisfy a requirement only if the level is specifically included for the program, area, or group.
Camp	Code of the campus associated with the course.

Fields	Descriptions
College	Code of the college associated with the course.
Dept	Code of the department associated with the course.
Trad	Checkbox used to indicate whether the grade assigned to the course is a "traditional" grade, as defined on the Grade Code Maintenance Form (SHAGRDE). The checkbox is never selected for planned or in progress courses.
Repeat	Checkbox used to indicate whether the course is a repeated course.
Area	Code of the area in which the course was used to satisfy a requirement. For searches, select the Search button for this field to display the Areas Used by Program List. (lookup) List Areas Used by Program List
Group	Code of the group in which the course was used to satisfy a requirement, if the requirement is associated with a group. For searches, select the Search button for this field to display the Used Courses by Group List. (lookup) List Used Courses by Group List
Credits Used	Number of credits earned in the course that were used to satisfy the requirement.
Cnt in Program	Checkbox used to indicate whether the course counts toward the program's totals.
Area Reuse Course	Default course reuse rule to be used by compliance for the area. *N* None *I* In *O* Out *B* Both

Fields	Descriptions
Area Reuse Attribute	Default attribute reuse rule to be used by compliance for the area. *N* None *I* In *O* Out *B* Both
Group Reuse Course	Default course reuse rule used by compliance for the group. *N* None *I* In *O* Out *B* Both
Group Reuse Attribute	Default attribute reuse rule used by compliance for the group. *N* None *I* In *O* Out *B* Both
Count in Prog	Checkbox used to indicate whether the course counts toward the programs's general requirement (minimum credits and/or courses, maximum transfer credits and/or courses, and so on).
Count in Group	Checkbox used to indicate whether the course counts toward the group's general requirement (minimum credits and/or courses, maximum transfer credits and/or courses, and so on), if the course is used to satisfy a group's requirements.
Count in Area	Checkbox used to indicate whether the course counts toward the area's general requirement (minimum credits and/or courses, maximum transfer credits and/or courses, and so on).
Count in GPA	Checkbox used to indicate whether the course counts toward grade point averages calculated for the program.
Compliance Credits	Number of credits accumulated toward group, area, and program general requirements, if a specific number of compliance credits have been defined for the requirement.

Fields	Descriptions
Compliance Courses	Number of courses accumulated toward group, area, and program general requirements, if a specific number of compliance courses have been defined for the requirement.
Split Course	Checkbox used to indicate whether the course's credits are split because it exceeds the maximum number of credits allowed toward the requirement.
Applied Ind	Checkbox used to indicate whether the course was applied toward the degree associated with the program for the compliance request.
Equivalent Course	Checkbox used to indicate whether the course used to satisfy the requirement is an equivalent one to the one specified in the requirement.
Potential Used	Checkbox used to indicate whether the course can potentially be used to satisfy the requirement. It is selected only when a requirement cannot be completely satisfied by using the course.
Catalog Used	Checkbox used to indicate whether the requirement specified that all courses in the institution's catalog within a specified range were required to satisfy the requirement.
Action Code	Code for the adjustment type, if an adjustment was performed on the area.
Adjusted Credits	Number of credits accumulated if an adjustment was performed.
Adjusted Courses	Number of courses accumulated if an adjustment was performed.
Source of Adjustment	Source of the adjustment.

Program Output Inquiry Form (SMIPOUT)

Use the Program Output Inquiry Form (SMIPOUT) to view compliance results at the program level for a specific compliance request number.

Use the fields in the key block to specify the student and request number for which you want to review program-level compliance results. The **ID** and **Request Number** fields are the only enterable fields, and a valid combination must be entered to access compliance results.

The General Requirements block displays the program's general requirements and the student's compliance results. Requirements are displayed exactly as they were applied to the student and are either the original program requirements or the adjusted requirements for the student.

Fields displayed in the General Requirements block are generally the same as those in the General Requirements block of the Program Requirements Form (SMAPROG), except that most of the fields are duplicated to display the program requirement (**Required**) and the actual value applied to the program (**Used**) based on the student's work.

Each window for this form is enabled only if data exists for it.

This form includes the following windows:

- "Main Window" on page 7-124
- "Program Text Window" on page 7-130
- "Program Non-Course Requirements Output Window" on page 7-131
- "Program Additional Course Levels to Include/Exclude Output Window" on page 7-132
- "Program Required Attributes Output Window" on page 7-134
- "Program Restricted Subjects/Attributes Output Window" on page 7-135
- "Restricted Subject/Attribute Comments Window" on page 7-137
- "Program Restricted Grade Output Window" on page 7-138
- "Restricted Grade Comment Window" on page 7-140
- "Program Area Output Window" on page 7-140

Main Window

The main window is composed of the Key Block and the General Requirements block.

Key Block

Use this block to specify the ID and number of the compliance request you want to view.

Fields	Descriptions
ID	ID of the student for whom you want to display compliance results. Required. Select the Search button for this field to display the Compliance Output Person Search List. (lookup) List Compliance Output Person Search List
Request Number	Number of the compliance request number for which you want to display compliance results. Required. Select the Search button for this field to display the Compliance Requests List. (lookup) List Compliance Requests List
Term	Term in which the program requirements began.
Program	Code of the program associated with the compliance request.
Student Level	Student level associated with the program.
Catalog Year	Academic year to which the term belongs.

General Requirements Block

Use this block to view the program general requirements for the compliance request specified in the Key Block.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data. If the program's requirements have been adjusted for the student, the adjustment type is displayed in this field.

Fields	Descriptions
Captive	Checkbox used to indicate whether the program is captive.
Single Entity	Checkbox used to indicate whether the program should be evaluated for reuse using single-entity processing.
Total Required Credits Required	Minimum total number of credits needed to satisfy the program's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Total Required Credits Used	Total number of credits earned toward the program's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Connector None/And/Or	Radio button group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**). See "Connectors" on page 2-1 for more information about connectors.
Total Required Courses Required	Minimum total number of courses needed to satisfy the program's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.
Total Required Courses Used	Total number of courses taken toward the program's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.
Required Institutional Credits Required	Minimum total number of credits that must be earned at your institution to satisfy the program's requirements.
Required Institutional Credits Used	Total number of credits earned at your institution toward the program's requirements.
Connector None/And/Or	Radio button group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**).
Required Institutional Courses Required	Minimum total number of courses that must be taken at your institution to satisfy the program's requirements.

Fields	Descriptions
Required Institutional Courses Used	Total number of courses taken at your institution toward the program's requirements.
Required Institutional Traditional Credits Required	Minimum total number of credits that must be earned at your institution with a traditional grade (as defined on the Grade Code Maintenance Form [SHAGRDE]) to satisfy the program's requirements.
Required Institutional Traditional Credits Used	Total number of credits earned at your institution with a traditional grade toward the program's requirements.
Connector None/And/Or	Radio button group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**).
Required Institutional Traditional Courses Required	Minimum total number of courses that must be taken at your institution with a traditional grade to satisfy the program's requirements.
Required Institutional Traditional Courses Used	Total number of courses taken at your institution with a traditional grade toward the program's requirements.
Maximum Institutional Non-Traditional Credits Required	Maximum total number of credits that can be earned at your institution with a non-traditional grade (as defined on SHAGRDE) to satisfy the program's requirements.
Maximum Institutional Non-Traditional Credits Used	Total number of credits earned at your institution with a non-traditional grade toward the program's requirements.
Connector None/Or	Radio button group used to indicate whether the system used only one value (**None**) or either value (**Or**).

Fields	Descriptions
Maximum Institutional Non-Traditional Courses Required	Maximum total number of courses that can be taken at your institution with a non-traditional grade to satisfy the program's requirements.
Maximum Institutional Non-Traditional Courses Used	Total number of courses taken at your institution with a non-traditional grade toward the program's requirements.
Maximum Transfer Credits Required	Maximum number of transfer credits that can be used to satisfy the program's requirements.
Maximum Transfer Credits Used	Maximum number of transfer credits used to satisfy the program's requirements.
Connector None/Or	Radio button group used to indicate whether the system used only one value (**None**) or either value (**Or**).
Maximum Transfer Courses Required	Maximum number of transfer courses that can be used to satisfy the program's requirements.
Maximum Transfer Courses Used	Maximum number of transfer courses used to satisfy the program's requirements.
Last Number Institutional Required Credits Required	Minimum number of credits that must be completed at your institution out of the number specified in the **out of Last Earned Credits Required** field.
Last Number Institutional Required Credits Used	Actual number of credits completed at your institution out of the number specified in the **out of Last Earned Credits Required** field.
Connector None/And/Or	Radio button group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**).

Fields	Descriptions
Last Number Institutional Required Courses Required	Minimum number of courses that must be completed at your institution out of the number specified in the **out of Last Earned Credits Required** field.
Last Number Institutional Required Courses Used	Actual number of courses completed at your institution out of the number specified in the **out of Last Earned Credits Required** field.
...out of Last Earned Credits Required	Minimum number of credits that must be completed at your institution out of the most recent of credits earned.
...out of Last Earned Credits Used	Actual number of credits that must be completed at your institution out of the most recent of credits earned.
Connector None/And/Or	Radio button group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**).
...out of Last Earned Courses Required	Minimum number of courses that must be completed at your institution out of the most recent of credits earned.
...out of Last Earned Courses Used	Actual number of courses that must be completed at your institution out of the most recent of credits earned.
Minimum Program GPA Required	Lowest acceptable program GPA a student can have to satisfy the program's requirements.
Minimum Program GPA Actual	Student's actual program GPA, calculated from the grades received in native-level courses used to satisfy the requirements of the program.
Minimum Course Grade	Code of the minimum grade that must be earned for the course to satisfy the program's requirements.

Fields	Descriptions
Minimum GPA Required	Minimum cumulative level GPA required to satisfy the program's requirements.
Minimum GPA Actual	Student's actual cumulative level GPA, calculated from the grades received in native-level courses used to satisfy the requirements of the program.
Course Year Limit	Number of years old a course can be to satisfy the program's requirements. When a compliance is run, the evaluation term entered for the compliance request is used in conjunction with this field to determine how far back to go in a student's academic history to retrieve valid courses. CAPP checks the earliest term in the furthest year of the course year limit you set. *Example:* The course year limit is five, and the user enters an evaluation term of 200620. When processing the request, CAPP considers courses back to 200110, which is the first term in the academic year five years back from 2006.

Program Text Window

Use the Program Text window to view program-level text associated with the program for the compliance request specified in the Key Block of the main window. This window is available only if program-level text exists.

When you enter the window, all available text displays. You can query to display only the text defined for a specific compliance output type. In query mode, the Print List lists only those compliance print codes for which program text exists.

This window is composed of the Display-Only block and the Program Text block.

Display-Only Block

This block displays details about the record for which program text is being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Program Text Block

This block displays the program text for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Text	Text associated with the program.
Print	Compliance print type associated with the line of text. For searches, select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Program Non-Course Requirements Output Window

The Program Non-Course Requirements Output window displays information about how program-level non-course requirements were applied to the student's compliance results for the compliance request specified in the Key Block of the main window. Non-course requirements are those that must be satisfied but are not associated with a specific course, such as an oral exam or community service. This window is available only if non-course requirement information exists for the compliance results.

A student's non-course detail information is maintained on the Academic Non-Course Form (SHANCRS).

This window is composed of the Display-Only block and the Non-Course Requirements block.

Display-Only Block

This block displays details about the record for which program-level non-course requirements are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Non-Course Requirements Block

This block displays the program-level non-course requirements for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Met	Indicates whether the non-course requirement was met.
Non-Course Code	Code of the non-course requirement. For searches, select the Search button for this field to display the Non-Course Requirements Codes (STVNCRQ) list. (lookup) List Non-Course Requirements Codes (STVNCRQ)
Description	Description of the non-course requirement code.
Year Limit	Number of years old a non-course item can be to satisfy the program's requirements.
Status Code	Code associated with the current status of the detail item.
Status Date	Date associated with the current status of the detail item.
Action Code	Code for the adjustment type, if an adjustment was performed on the program.

Program Additional Course Levels to Include/Exclude Output Window

Use the Program Additional Course Levels to Include/Exclude Output window to view other course levels to be included in or excluded from the program for the compliance request specified in the Key Block of the main window. This window is available only if additional course level information exists for the compliance results.

If a program has additional included levels, and work at the included level is used to satisfy requirements, the number of used courses/credits and the rules defined for the additional level display. Excluded levels appearonly if the excluded level also caused a course to be rejected from use.

This window is composed of the Display-Only block and the Additional Course Levels block.

Display-Only Block

This block displays details about the record for which additional course levels are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Additional Course Levels Block

This block displays the additional course levels for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Include/Exclude	Radio button group used to specify whether the course level is to be included or excluded.
Level	Code of the course level that was included or excluded. For searches, select the Search button for this field to display the Level Codes (STVLEVL) list. (lookup) List Level Codes (STVLEVL)
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the program's requirements. Used only for an included level.
Credits Maximum	Maximum number of credits from the included course level that can be used to satisfy program requirements.
Credits Used	Actual number of credits from the included course level that were used to satisfy program requirements.

Fields	Descriptions
Connector None/Or	Radio button group used to indicate whether the system used only one value (**None**) or either value (**Or**). See "Connectors" on page 2-1 for more information about connectors.
Courses Maximum	Maximum number of courses from the included course level that can be used to satisfy program requirements.
Credits Used	Actual number of courses from the included course level that were used to satisfy program requirements.
Action Code	Code for the adjustment type, if an adjustment was performed on the program.

Program Required Attributes Output Window

Use the Program Required Attributes Output window to view program-level student or course attribute requirements for the compliance request specified in the Key Block of the main window. This window is available only if required attribute information exists for the compliance results

This window is composed of the Display-Only block and the Program Required Attributes block.

Display-Only Block

This block displays details about the record for which program required attributes are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Program Required Attributes Block

This block displays the program required attributes for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Met	Indicates whether the attribute requirement was met.
Course Attribute	Code of the required course attribute.
Student Attribute	Code of the required student attribute.
Credits Required	Number of required credits for a required course attribute.
Credits Used	Actual number of credits earned for a required course attribute.
Connector None/And/Or	Radio button group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**). See "Connectors" on page 2-1 for more information about connectors.
Courses Required	Number of required courses for a required course attribute.
Courses Used	Actual number of courses taken for a required course attribute.
Action Code	Code for the adjustment type, if an adjustment was performed on the program.

Program Restricted Subjects/Attributes Output Window

Use the Program Restricted Subjects/Attributes Output window to view any program-level course or attribute restrictions for the compliance request specified in the Key Block of the main window. This window is available only if course or attribute restriction information exists for the compliance results.

This window is composed of the Display-Only block and the Restricted Subjects/Attributes block.

Display-Only Block

This block displays details about the record for which restricted subjects/attributes are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Restricted Subjects/Attributes Block

This block displays the restricted subjects/attributes for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Subject	Code of the subject associated with the restriction.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses.
Course Number High	Highest number in a range of restricted courses, if applicable.
Course Attribute	Code of the attribute associated with the restriction.
Credits Maximum	Maximum number of credits that can be taken within the restriction.
Credits Used	Actual number of credits earned within the restriction.
Connector None/Or	Radio button group used to indicate whether the system used only one value (**None**) or either value (**Or**). See "Connectors" on page 2-1 for more information about connectors.
Courses Maximum	Maximum number of courses that can be taken within the restriction.
Courses Used	Actual number of courses earned within the restriction.
Action Code	Code for the adjustment type, if an adjustment was performed on the program.
Campus	Code of the campus associated with the restriction.

Fields	Descriptions
College	Code of the college associated with the restriction.
Department	Code of the department associated with the restriction.
Text	Checkbox used to indicate whether text has been associated with the selected restriction. (lookup) Options Restricted Subject/Attribute Comments window

More buttons in the Program Restricted Subjects/Attributes Output window

Mouse	*Keyboard*	*Result*
Comments	Edit	Opens the Restricted Subject/ Attribute Comments window

Restricted Subject/Attribute Comments Window

Use the Restricted Subject/Attribute Comments window to view descriptive information about the restriction selected in the Program Restricted Subjects/ Attributes Output window.

This window is composed of the Display-Only block and the Restricted Subject/ Attribute Comments block.

Display-Only Block

This block displays details about the record for which restricted subject/attribute comments are being viewed.

Fields	Descriptions
Campus	Code of the campus associated with the restriction.
College	Code of the college associated with the restriction.
Department	Code of the department associated with the restriction.
Subject	Code of the subject associated with the restriction.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses.

Fields	Descriptions
Course Number High	Highest number in a range of restricted courses.
Course Attribute	Code of the attribute associated with the restriction.

Restricted Subject/Attribute Comments Block

This block displays the Restricted Subject/Attribute Comments for the restriction selected in the Program Restricted Subjects/Attributes Output window.

Fields	Descriptions
Text	Text associated with the restriction.
Print	Compliance print type associated with the line of text. For searches, select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Program Restricted Grade Output Window

Use the Program Restricted Grade Output window to view program-level grade restriction for the compliance request specified in the Key Block of the main windows. This window is available only if course or attribute restriction information exists for the compliance results.

This window is composed of the Display-Only block and the Restricted Grades block.

Display-Only Block

This block displays details about the record for which restricted grades are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Restricted Grades Block

This block displays the restricted grades for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Grade	Code of the grade associated with this restriction.
Credits Maximum	Maximum number of credits with the restricted grade that can be used to satisfy program requirements.
Credits Used	Actual number of credits earned with the restricted grade.
Connector None/Or	Radio button group used to indicate whether the system used only one value (**None**) or either value (**Or**). See "Connectors" on page 2-1 for more information about connectors.
Courses Maximum	Maximum number of courses with the restricted grade that can be used to satisfy program requirements.
Courses Used	Actual number of courses taken in which the restricted grade was earned.
Action Code	Code for the adjustment type, if an adjustment was performed on the program.
Text	Checkbox used to indicate whether text has been associated with the selected grade restriction. (lookup) Options Restricted Grade Comment window

More buttons in the Program Restricted Grade Output window

Mouse	*Keyboard*	*Result*
Comments	Edit	Opens the Restricted Grade Comments window

Restricted Grade Comment Window

Use the Restricted Grade Comment window to view descriptive comments for the grade restriction selected in the Program Restricted Grade Output window.

This window is composed of the Display-Only block and the Restricted Subject/Attribute Comments block.

Display-Only Block

This block displays details about the record for which restricted subject/attribute comments are being viewed.

Fields	Descriptions
Grade	Code of the grade associated with this restriction.

Restricted Subject/Attribute Comments Block

This block displays the Restricted Subject/Attribute Comments for the restriction selected in the Program Restricted Grade Output window.

Fields	Descriptions
Text	Text associated with the grade restriction.
Print	Compliance print type associated with the line of text. For searches, select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Program Area Output Window

Use the Program Area Output window to view a list of the areas used by the compliance request for the compliance request specified in the Key Block of the main window. Areas are displayed in the same order that they were used by the compliance process.

This window is composed of the Display-Only block and the Program Used Areas block.

Display-Only Block

This block displays details about the record for which used areas are being viewed.

Fields	Descriptions
Attachment Term	Effective term of the compliance request.
Attachment Source	Original source of the compliance curriculum data.

Program Used Areas Block

This block displays the used areas for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Met	Checkbox used to indicate whether the area's requirements have been met.
Selected Dynamically	Checkbox used to indicate whether the area was selected dynamically.
Effective Term	Effective term of the area used for the compliance request.
Priority	Area's priority within the program. The system considers lower number priorities before higher number priorities when running compliance. If two areas are assigned the same priority, the system considers them in alphabetical order.
Student Level	Student level associated with the area.
Course Level	Course level associated with the area.
Used Area	Code of the used area.
Description	Description of the used area.
Action Code	Code for the adjustment type, if an adjustment was performed on the program.
Awarded Credits	Number of credits counted for the adjusted area.

Fields	Descriptions
Awarded Courses	Number of courses counted for the adjusted area.

Area Output Inquiry Form (SMIAOUT)

Use the Area Output Inquiry Form (SMIAOUT) to view the details of compliance results for an area used by a compliance request.

Use the fields in the key block to specify the student, request number, and area for which you want to review area-level compliance results. The **ID**, **Request Number**, and **Area** fields are the only enterable fields, and a valid combination must be entered to access compliance results.

The General Requirements block displays the area's general requirements and the student's compliance results. Requirements are displayed exactly as they were applied to the student and are either the original requirements or the adjusted requirements for the student.

Fields displayed in the General Requirements block are generally the same as those in the General Requirements block of the Area Requirements Form (SMAAREA), except that most of the fields are duplicated to display the area requirement (**Required**) and the actual value applied to the area (**Used**) based on the student's work.

This form includes the following windows:

- "Main Window" on page 7-143
- "Course/Attribute Attachment Results Window" on page 7-148
- "Course/Attribute Exclusions Window" on page 7-153
- "Include/Exclude Course Level Window" on page 7-155
- "Courses/Attributes Used Toward Requirement Window" on page 7-157
- "Course/Attribute Text Window" on page 7-161
- "Detail Area Rule Requirements Window" on page 7-163
- "Rule within Rule Window" on page 7-170
- "Detail Area Rule Base Text Window" on page 7-170
- "Area Text Window" on page 7-171
- "Area Group Attachment Window" on page 7-171
- "Group Attachment Rules Window" on page 7-173
- "Group Attachment Rule Text Window" on page 7-176

- "Include/Exclude Course Level Window" on page 7-176
- "Area Restricted Subjects/Attributes Window" on page 7-178
- "Area Restricted Subjects/Attributes Text Window" on page 7-180
- "Area Restricted Grades Window" on page 7-181
- "Area Restricted Grades Text Window" on page 7-182

Main Window

The main window is composed of the Key Block and the General Requirements block.

Key Block

Use this block to specify the ID and number of the compliance request you want to view.

Fields	Descriptions
ID	ID of the student for whom you want to display compliance results. Required. Select the Search button for this field to display the Compliance Output Person Search List. (lookup) List Compliance Output Person Search List
Request Number	Number of the compliance request number for which you want to display compliance results. Required. Select the Search button for this field to display the Compliance Requests List. (lookup) List Compliance Requests List
Term	Effective term of the compliance request.
Area	Code of the area associated with the compliance request for which information is to be displayed. Required. Select the Search button for this field to display the Compliance Output Areas Attached List. (lookup) List Compliance Output Areas Attached List
Area Level	Student level associated with the area.

Fields	Descriptions
Catalog	Academic year to which the term belongs.
Program	Code of the program associated with the compliance request.
Level	Student level associated with the program.

General Requirements Block

Use this block to view the area general requirements for the compliance request specified in the Key Block.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data. If the program's requirements have been adjusted for the student, the adjustment type is displayed in this field.
Total Required Credits Required	Minimum total number of credits needed to satisfy the area's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Total Required Credits Used	Total number of credits earned toward the area's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Connector None/And/Or	Radio button group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**). See "Connectors" on page 2-1 for more information about connectors.
Total Required Courses Required	Minimum total number of courses needed to satisfy the area's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.
Total Required Courses Used	Total number of courses taken toward the area's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.

Fields	Descriptions
Required Institutional Credits Required	Minimum total number of credits that must be earned at your institution to satisfy the area's requirements.
Required Institutional Credits Used	Total number of credits earned at your institution toward the area's requirements.
Connector None/And/Or	Radio button group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**).
Required Institutional Courses Required	Minimum total number of courses that must be taken at your institution to satisfy the area's requirements.
Required Institutional Courses Used	Total number of courses taken at your institution toward the area's requirements.
Required Institutional Traditional Credits Required	Minimum total number of credits that must be earned at your institution with a traditional grade (as defined on the Grade Code Maintenance Form [SHAGRDE]) to satisfy the area's requirements.
Required Institutional Traditional Credits Used	Total number of credits earned at your institution with a traditional grade toward the area's requirements.
Connector None/And/Or	Radio button group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**).
Required Institutional Traditional Courses Required	Minimum total number of courses that must be taken at your institution with a traditional grade to satisfy the area's requirements.

Fields	Descriptions
Required Institutional Traditional Courses Used	Total number of courses taken at your institution with a traditional grade toward the area's requirements.
Maximum Institutional Non-Traditional Credits Required	Maximum total number of credits that can be earned at your institution with a non-traditional grade (as defined on SHAGRDE) to satisfy the area's requirements.
Maximum Institutional Non-Traditional Credits Used	Total number of credits earned at your institution with a non-traditional grade toward the area's requirements.
Connector None/Or	Radio button group used to indicate whether the system used only one value (**None**) or either value (**Or**).
Maximum Institutional Non-Traditional Courses Required	Maximum total number of courses that can be taken at your institution with a non-traditional grade to satisfy the area's requirements.
Maximum Institutional Non-Traditional Courses Used	Total number of courses taken at your institution with a non-traditional grade toward the area's requirements.
Maximum Transfer Credits Required	Maximum number of transfer credits that can be used to satisfy the area's requirements.
Maximum Transfer Credits Used	Maximum number of transfer credits used to satisfy the area's requirements.
Connector None/Or	Radio button group used to indicate whether the system used only one value (**None**) or either value (**Or**).

Fields	Descriptions
Maximum Transfer Courses Required	Maximum number of transfer courses that can be used to satisfy the area's requirements.
Maximum Transfer Courses Used	Maximum number of transfer courses used to satisfy the area's requirements.
Compliance Credits Required	Number of credits to be applied towards the program's minimum credit requirement for the area.
Compliance Courses Required	Number of courses to be applied towards the program's minimum course requirement for the area.
Minimum Area GPA Required	Lowest acceptable program GPA a student can have to satisfy the area's requirements.
Minimum Area GPA Actual	Student's actual program GPA, calculated from the grades received in native-level courses used to satisfy the requirements of the area.
Priority	Area's priority within the program. The system considers lower number priorities before higher number priorities when running compliance. If two areas are assigned the same priority, the system considers them in alphabetical order.
Course Reuse	Default course reuse rule to be used by compliance. *B* Both *I* In *N* None *O* Out
Attribute Reuse	Default attribute reuse rule to be used by compliance. *B* Both *I* In *N* None *O* Out

Fields	Descriptions
Minimum Course Grade	Code of the minimum grade that must be earned for the course to satisfy the area's requirements.
Year Limit	Number of years old a course can be to satisfy the area's requirements.

Course/Attribute Attachment Results Window

Use the Course/Attribute Attachment Results window to view a detailed list of course/attribute attachments for the area. This window is available only if a course or attribute is attached to the area.

This window is composed of the Display-Only block and the Course/Attribute Attachment block.

Display-Only Block

This block displays details about the record for which course/attribute attachments are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Course/Attribute Attachment Block

This block displays the course/attribute attachments for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Met	Checkbox used to indicate whether the detail requirement has been met.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.

Fields	Descriptions
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Rule	User-defined identifier for the rule for this requirement, if applicable. See "Rules" on page 2-13 for more information about rules. Select the Search button for this field to display the Course/Attribute Attachment Rules window. (lookup) List Course/Attribute Attachment Rules window
Subject	Code of the subject associated with the requirement.
Course Number Low	Course number associated with this requirement or the lowest number in a range.
Course Number High	Highest number in a range associated with this requirement, if applicable.
Course Attribute	Code of the required course attribute.
Student Attribute	Code of the required student attribute.
Course Year Rule	Number of years within which the course must be taken to satisfy this requirement. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level,a lower-level rule can be more restrictive, but not less restrictive.
Minimum Course Grade	Minimum grade earned for the course to satisfy this requirement.
Count In GPA	Checkbox used to indicate whether work used to satisfy this requirement should be used in GPA calculations.

Fields	Descriptions
Minimum Credits Per Course	Minimum number of credits earned for the course to satisfy this requirement.
Maximum Credits Per Course	Maximum number of credits for the course to satisfy this requirement.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement.
Must Take Before End	Last term in which a course can be taken to satisfy this requirement.
Use Split Course	Checkbox used to indicate whether the remaining number of credits from a course that was partially used to satisfy another requirement can be used to satisfy this one.
Credits Required	Number of credits required to satisfy the detail requirement.
Credits Used	Actual number of credits earned toward the detail requirement.
Connector (untitled)	Type of connector between the fields. *N* — No connector, so either credits or courses could be used to satisfy the detail requirement. *B* — Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. *O* — Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Courses Required	Number of courses required to satisfy the detail requirement.
Credits Used	Actual number of credits taken toward the detail requirement.
Credits Maximum	Maximum number of credits allowed in courses used to satisfy the detail requirement.

Fields	Descriptions
Credits Used	Actual number of credits used to satisfy the detail requirement.
Connector (untitled)	Type of connector between the fields. *N* — No connector, so either credits or courses could be used to satisfy the detail requirement. *B* — Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. *O* — Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Courses Maximum	Maximum number of courses allowed in courses used to satisfy the detail requirement.
Credits Used	Actual number of courses used to satisfy the detail requirement.
Compliance Credits	Number of credits that can accumulate toward area and program general requirements after this requirements is satisfied.
Compliance Courses	Number of courses that can accumulate toward area and program general requirements after this requirements is satisfied.
Use Transfer Courses	Checkbox used to indicate whether transfer work can be used to satisfy this requirement.
Transfer Credits Maximum	Maximum number of transfer credits from a course or group of courses that can be used to satisfy the detail requirement.
Transfer Credits Used	Actual number of transfer credits used to satisfy the detail requirement.

Fields	Descriptions
Connector (untitled)	Type of connector between the fields. *N* — No connector, so either credits or courses could be used to satisfy the detail requirement. *B* — Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. *O* — Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Transfer Courses Maximum	Maximum number of transfer courses that can be used to satisfy the detail requirement.
Transfer Credits Used	Actual number of transfer courses used to satisfy the detail requirement.
Action	Code for the adjustment type, if an adjustment was performed on the area.
Adjusted Credits	Number of credits counted for an adjusted requirement.
Adjusted Courses	Number of courses counted for an adjusted requirement.
Concurrent Enrollment	Checkbox used to indicate whether concurrent enrollment is allowed to meet this requirement. This indicator applies only to requirements that are used in prerequisite checking. When the checkbox is cleared, the prerequisite course must be taken in a term earlier than the one in which registration is attempted. When the checkbox is selected, the prerequisite course can be taken in an earlier term or the same term as the one in which registration is attempted.
Test Code	Code of the test type associated with this requirement.
Score Mimimum	Minimum test score that can satisfy this requirement.
Score Maximum	Maximum test score that can satisfy this requirement.

Fields	Descriptions
Campus	Code of the campus associated with this requirement, if applicable.
College	Code of the campus associated with this requirement, if applicable.
Department	Code of the department associated with this requirement, if applicable.

Course/Attribute Exclusions Window

Use the Course/Attribute Exclusions window to view courses/course attributes that cannot be used to satisfy a detail requirement. This window is available only if an exclusion was defined for the detail line in the Course/Attributes Attachments window of the Area Requirements Form (SMAAREA).

You can access this window from the Course/Attribute Attachment Results window.

This window is composed of the Display-Only block and the Course/Attribute Exclusions block.

Display-Only Block

This block displays details about the record for which course/attribute exclusions are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Campus	Code of the campus associated with this requirement, if applicable.
College	Code of the campus associated with the original requirement, if applicable.
Department	Code of the department associated with the original requirement, if applicable.
Subject	Code of the subject associated with the original requirement, if any.

Fields	Descriptions
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the original requirement, if any.
Student Attribute	Code of the student attribute associated with the original requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See “Sets and Subsets” on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Course/Attribute Exclusions Block

This block displays the course/attribute exclusions for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Campus	Code of the campus associated with this exclusion, if applicable.
College	Code of the campus associated with this exclusion, if applicable.
Department	Code of the department associated with this exclusion, if applicable.
Subject	Code of the subject associated with this exclusion, if any.
Course Number Low	Course number that was excluded, or the lowest number in a range of excluded courses, if defined.
Course Number High	Highest number in a range of excluded courses, if defined.

Fields	Descriptions
Course Attribute	Code of the course attribute associated with this exclusion, if any.
Student Attribute	Code of the student attribute associated with this exclusion, if any.
Must Take In or After Term	Code of the first term of a range during which the course must have been taken, if used in the exclusion.
Must Take Before Term	Code of the last term of a range during which the course must have been taken, if used in the exclusion.
Action	Code for the adjustment type, if an adjustment was performed on the area.

Include/Exclude Course Level Window

Use the Include/Exclude Course Level window to view additional level inclusions or exclusions associated with the detail requirement selected in the Course/Attribute Attachment Results window. This window is available only if additional levels were included or excluded for the course.

Additional levels are always displayed in the window; excluded levels appear only if a course that could have satisfyed a requirement was rejected due to an exclusion.

You can access this window from the Course/Attribute Attachment Results window.

This window is composed of the Display-Only block and the Course Level Inclusions/Exclusions block.

Display-Only Block

This block displays details about the record for which course level inclusions/exclusions are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Campus	Code of the campus associated with this requirement, if applicable.

Fields	Descriptions
College	Code of the campus associated with the original requirement, if applicable.
Department	Code of the department associated with the original requirement, if applicable.
Subject	Code of the subject associated with the original requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the original requirement, if any.
Student Attribute	Code of the student attribute associated with the original requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See “Sets and Subsets” on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Course Level Inclusions/Exclusions Block

This block displays the course level inclusions/exclusions for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Include/Exclude	Radio button group used to specify whether the course level was included or excluded.
Level	Code of the course level that was included or excluded.

Fields	Descriptions
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the detail requirement. Used only for an included level.
Credits Maximum	Maximum number of credits from the included course level that can be used to satisfy the detail requirement.
Credits Used	Number of credits earned toward the detail requirement.
Connector None/Or	Radio button group used to indicate whether the system used only one value (**None**) or either value (**Or**). See "Connectors" on page 2-1 for more information about connectors.
Courses Maximum	Maximum number of courses from the included course level that can be used to satisfy the detail requirement.
Credits Used	Actual number of courses from the included course level that were used to satisfy the detail requirement.
Action	Code for the adjustment type, if an adjustment was performed on the area.

Courses/Attributes Used Toward Requirement Window

Use the Courses/Attributes Used Toward Requirement window to view details of courses and attributes used to satisfy the detail requirement selected in the Course/Attribute Attachment Results window.

You can access this window from the Course/Attribute Attachment Results window.

This window is composed of the Display-Only block and the Courses/Attributes Used block.

Display-Only Block

This block displays details about the record for which used courses/attributes are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.

Fields	Descriptions
Campus	Code of the campus associated with this requirement, if applicable.
College	Code of the college associated with the original requirement, if applicable.
Department	Code of the department associated with the original requirement, if applicable.
Subject	Code of the subject associated with the original requirement, if any.
Course Number Low	Course number that, when combined with the subject code, defines a specific course, or the lowest number in a range of possible courses, if defined.
Course Number High	Highest number in a range of possible courses, if defined.
Course Attribute	Code of the course attribute associated with the original requirement, if any.
Student Attribute	Code of the student attribute associated with the original requirement, if any.
Test	Code of the test type associated with the original requirement.
Minimum	Minimum test score that can satisfy the original requirement.
Maximum	Maximum test score that can satisfy the original requirement.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See “Sets and Subsets” on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Concurrent	Checkbox used to indicate whether concurrent enrollment is allowed to be used to satisfy the requirement.

Fields	Descriptions
Met	Checkbox used to indicate whether the detail attachment's requirements are met.

Courses/Attributes Used Block

This block displays the used courses/attributes for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Campus	Code of the campus associated with the course(s)/attribute(s) applied to this requirement, if applicable.
College	Code of the campus associated with the course(s)/attribute(s) applied to this requirement, if applicable.
Department	Code of the department associated with the course(s)/attribute(s) applied to this requirement, if applicable.
Subject	Code of the subject associated with the course(s)/attribute(s) applied to this requirement.
Course Number	Course number associated with the course(s)/attribute(s) applied to this requirement.
Course Level	Course level associated with the course(s)/attribute(s) applied to this requirement.
Source	Source of the course(s)/attribute(s) applied to this requirement. Values include: *E* Exam *H* History *I* In-progress *P* Planned *T* Transfer *Z* Student attribute
Course Attribute	Code of the course attribute associated with the course(s)/attribute(s) applied to this requirement, if any.

Fields	Descriptions
Student Attribute	Code of the student attribute associated with the course(s)/ attribute(s) applied to this requirement, if any.
Credits Available	Number of credits the course had available to apply to the requirement for this detail attachment.
Credits Used	Actual number of credits used toward satisfying the requirement for the course(s)/attribute(s) applied to this requirement.
Grade Code	Code of grade earned for the course associated with the course(s)/attribute(s) applied to this requirement.
Grading Mod	Grade mode associated with the grade code.
Traditional	Indicates whether the grade assigned to the course is a “traditional” grade, as defined on the Grade Code Maintenance Form (SHAGRDE).
Course Equivalence	Indicates that the course used is equivalent to the one specified in the requirement.
Potential	Indicates whether the course can potentially be used to satisfy the requirement.
Counted In Program	Indicates whether the course counts toward the programs's general requirement (minimum credits and/or courses, maximum transfer credits and/or courses, and so on).
Counted In Area	Indicates whether the course counts toward the area's general requirement (minimum credits and/or courses, maximum transfer credits and/or courses, and so on).
Counted In Group	Indicates whether the course counts toward the group's general requirement (minimum credits and/or courses, maximum transfer credits and/or courses, and so on), if the course is used to satisfy a group's requirements.
Counted In GPA	Indicates whether the course counts toward grade point averages calculated for the program.

Fields	Descriptions
Test Code	Code of the test type associated with this requirement. This code is used to indicate that the requirement can be satisfied by achievement of a satisfactory score on a test.
Test Score	Actual score earned on the test.
Concurrency Indicator	Indicates whether this course can be taken concurrently with a prerequisite. This indicator applies only to requirements that are used in prerequisite checking.

Course/Attribute Text Window

Use the Course/Attribute Text window to view text associated with the detail requirement selected in the Course/Attribute Attachment Results window. This window is available only if text exists for the detail requirement.

You can access this window from the Course/Attribute Attachment Results window.

This window is composed of the Display-Only block and the Course/Attribute Text block.

Display-Only Block

This block displays details about the record for which used course/attribute comments are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Campus	Code of the campus associated with this requirement, if applicable.
College	Code of the campus associated with the original requirement, if applicable.
Department	Code of the department associated with the original requirement, if applicable.

Fields	Descriptions
Subject	Code of the subject associated with the original requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the original requirement, if any.
Student Attribute	Code of the student attribute associated with the original requirement, if any.
Source	Original source of the compliance curriculum data.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See “Sets and Subsets” on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Course/Attribute Text Block

This block displays the course/attribute comments for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Text	Text associated with the detail requirement.
Print	Compliance print type associated with the line of text. For searches, select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Detail Area Rule Requirements Window

Use the Detail Area Rule Requirements window to view detail attachment rules, which define very complicated requirements that cannot be easily configured using Boolean logic. This window is available only if a detail attachment rule exists.

You can access this window from the Course/Attribute Attachment Results window.

This window is composed of the Rule Umbrella block and the Rule Detail block.

Rule Umbrella Block

Use this block to define the rule umbrella for the rule selected in the Course/Attribute Attachment Results window.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Key Rule	Name assigned to the rule.
Rule Text	Checkbox used to indicate whether text has been associated with this rule. Use the button to access the Course Attachment Rule Text window.
Description	Description of the rule.
Number of Conditions Required	Number of conditions required for this rule.
Number of Conditions Actual	Actual number of conditions used for this rule.
Required Credits Per Condition	Number of required credits for this condition, if applicable.

Fields	Descriptions
Connector (untitled)	Type of connector between the fields. *N* — No connector, so either credits or courses could be used to satisfy the detail requirement. *B* — Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. *O* — Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Required Courses Per Condition	Number of required courses for this condition, if applicable.
Maximum Credits Per Condition	Maximum number of credits that can be used for this condition, if applicable.
Connector (untitled)	Type of connector between the fields. *N* — No connector, so either credits or courses could be used to satisfy the detail requirement. *O* — Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Maximum Courses Per Condition	Maximum number of courses that can be used for this condition, if applicable.
Total Credits Required	Total number of credits required by this entire rule.
Total Credits Used	Actual number of credits used for this entire rule.

Fields	Descriptions
Connector (untitled)	Type of connector between the fields. *N* — No connector, so either credits or courses could be used to satisfy the detail requirement. *B* — Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. *O* — Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Total Courses Required	Total number of courses required by this entire rule.
Total Courses Used	Actual number of courses used for this entire rule.
Total Credits Maximum	Maximum number of credits that can be used by this entire rule.
Total Credits Used	Actual number of credits used for this entire rule.
Connector (untitled)	Type of connector between the fields. *N* — No connector, so either credits or courses could be used to satisfy the detail requirement. *B* — Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. *O* — Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Total Courses Maximum	Maximum number of courses that can be used by this entire rule.
Total Courses Used	Actual number of courses used for this entire rule.

Rule Detail Block

This block displays the detail for the rule umbrella.

Fields	Descriptions
Met	Checkbox used to indicate whether the requirements of the rule have been met.
Condition	Condition defined on this row. The system determines conditions based on the way in which the detail lines are defined. For example, all entries using the same set will have a single condition number, because all are part of one condition.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Rule	User-defined identifier for the rule for this requirement, if applicable. See "Rules" on page 2-13 for more information about rules. Select the Search button for this field to display the Course/Attribute Attachment Rules window. (lookup) Edit Course/Attribute Attachment Rules window
Subject	Code of the subject associated with this requirement.
Course Number Low	Course number that, when combined with the subject code, is a specifically required course, or the lowest number in a range of courses that can satisfy the requirement.
Course Number High	Highest number in a range of courses that can satisfy the requirement.
Course Attribute	Code of the course attribute associated with this requirement, if applicable.
Student Attribute	Code of the student attribute associated with this requirement, if applicable.

Fields	Descriptions
Course Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured.
Minimum Course Grade	Minimum grade earned for the course that can satisfy the requirement.
Count in GPA	Checkbox used to indicate whether work used to satisfy this requirement should be used in GPA calculations.
Minimum Credits Per Course	Minimum number of credits earned for the course to satisfy the requirement.
Maximum Credits Per Course	Maximum number of credits for the course to satisfy the requirement.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement.
Must Take Before Term	Last term in which a course can be taken to satisfy this requirement.
Use Split Course	Checkbox used to indicate whether the remaining number of credits from a course that was partially used to satisfy another requirement can be used to satisfy this one.
Credits Required	Total number of credits required by this condition.
Credits Used	Actual number of credits used for this condition.

Fields	Descriptions
Connector (untitled)	Type of connector between the fields. *N* — No connector, so either credits or courses could be used to satisfy the detail requirement. *B* — Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. *O* — Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Courses Required	Total number of courses required by this condition.
Courses Used	Actual number of courses used for this condition.
Credits Maximum	Maximum number of credits that can be used by this condition.
Credits Used	Actual number of credits used for this condition.
Connector (untitled)	Type of connector between the fields. *N* — No connector, so either credits or courses could be used to satisfy the detail requirement. *B* — Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. *O* — Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Courses Maximum	Maximum number of courses that can be used by this condition.
Courses Used	Actual number of courses used for this condition.
Compliance Credits	Number of credits that can accumulate toward area and program general requirements after this requirements is satisfied.

Fields	Descriptions
Compliance Courses	Number of courses that can accumulate toward area and program general requirements after this requirements is satisfied.
Use Transfer Courses	Checkbox used to indicate whether transfer work can be used to satisfy this requirement.
Transfer Credits Maximum	Maximum number of transfer credits that can be used by this condition.
Transfer Credits Used	Actual number of transfer credits used for this condition.
Connector (untitled)	Type of connector between the fields. *N* — No connector, so either credits or courses could be used to satisfy the detail requirement. *B* — Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. *O* — Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Transfer Courses Maximum	Maximum number of transfer courses that can be used by this condition.
Transfer Courses Used	Actual number of transfer courses used for this condition.
Action	Code for the adjustment type, if an adjustment was performed on the area.
Adjusted Credits	Number of credits counted for an adjusted requirement.
Adjusted Courses	Number of courses counted for an adjusted requirement.
Concurrent Enrollment	Checkbox used to indicate whether concurrent enrollment is allowed to meet the requirement.

Fields	Descriptions
Test Code	Code of the test type associated with the requirement.
Score Minimum	Minimum test score that can satisfy the requirement.
Score Maximum	Maximum test score that can satisfy the requirement.
Campus	Code of the campus associated with the requirement, if applicable.
College	Code of the campus associated with the requirement, if applicable.
Department	Code of the department associated with the requirement, if applicable.

Rule within Rule Window

Use the Rule within Rule window to view subrules within detail attachment rules. The fields in this window are identical to those in the Detail Area Rule Requirements window.

You can access this window from the Detail Area Rule Requirements window.

Detail Area Rule Base Text Window

Use the Detail Area Rule Base Text window to view text for the course/attribute attachment rule displayed in the Detail Area Rule Requirements window. This window is available only if text exists for the detail attachment rule.

You can access this window from the Detail Area Rule Requirements window.

Fields	Descriptions
Text	Text associated with the detail attachment rule.
Print	Compliance print type associated with the line of text. For searches, select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Area Text Window

Use the Area Text window to view area-level text associated with the area. This window is available only if area-level text exists.

When you enter the window, all available text displays. You can query to display only the text defined for a specific compliance output type. In query mode, the Print List lists only those compliance print codes for which area text exists.

You can access this window from the General Requirements block of the main window.

This window is composed of the Display-Only block and the Area Text block.

Display-Only Block

This block displays details about the record for which area text is being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Area Text Block

This block displays the area text for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Text	Text associated with the area.
Print	Compliance print type associated with the line of text. For searches, select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Area Group Attachment Window

Use the Area Group Attachment window to view a list of the groups attached to the area. This window is available only if groups are attached to the area.

You can access this window from the General Requirements block of the main window.

This window is composed of the Display-Only block and the Group Attachments block.

Display-Only Block

This block displays details about the record for which group attachments are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Group Attachments Block

This block displays the Group Attachments for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Met	Checkbox used to indicate whether the detail requirement has been met.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Rule	User-defined identifier for the rule for this requirement, if applicable. See "Rules" on page 2-13 for more information about rules. Select the Search button for this field to display the Course/Attribute Attachment Rules window. (lookup) List Course/Attribute Attachment Rules window

Fields	Descriptions
Group	Code of the attached group, if applicable. For searches, select the Search button for this field to display the Area Group Attachment List. (lookup) List Area Group Attachment List
Description	Description of the group.
Action Code	Code for the adjustment type, if an adjustment was performed on the area.
Adjusted Credits	Number of credits counted for a waived requirement.
Adjusted Crse	Number of courses counted for a waived requirement.
Reason Rule/ Group Not Met	Reason why a group rule or group is not met, if applicable.

Group Attachment Rules Window

Use the Group Attachment Rules window to view group attachment rules, which define very complicated requirements that cannot be easily configured using Boolean logic. This window is available only if a group attachment rule exists.

You can access this window from the Area Group Attachment window.

This window is composed of the Rule Umbrella block and the Rule Detail block.

Rule Umbrella Block

Use this block to define the rule umbrella for the rule selected in the Area Group Attachment window.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.
Rule	Set based on the rule code entered in the Area Group Attachment window.

Fields	Descriptions
Description	Description of the rule.
Rule Text	Checkbox used to indicate whether text has been associated with this rule. (lookup) Edit Group Attachment Rule Text window.
Required Number of Conditions	Number of conditions required for this rule.

More buttons in the Rule Umbrella block

Mouse	*Keyboard*	*Result*
Comments	Edit	Opens the Group Attachment Rule Text window

Rule Detail Block

This block displays the detail for the rule umbrella.

Fields	Descriptions
Condition	Condition defined on this row. The system determines conditions based on the way in which the detail lines are defined. For example, all entries using the same set will have a single condition number, because all are part of one condition.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Fields	Descriptions
Rule	User-defined identifier for the rule for this requirement, if applicable. See "Rules" on page 2-13 for more information about rules. For searches, select the Search button for this field to display the Group Attachment Rules window. (lookup) Edit Group Attachment Rules window
Group	Code of the attached group. For searches, select the Search button for this field to display the Area Group Attachment List. (lookup) List Area Group Attachment List
Course Re-Use	Course reuse rule used by compliance. *B* Both *I* In *N* None *O* Out
Attribute Re-Use	Attribute reuse rule used by compliance. *B* Both *I* In *N* None *O* Out
Within Ind	Checkbox used to indicate whether within reuse was allowed. When this checkbox is selected, different components of the same course (for example, the course itself and one of the course's attributes) can both be used within the same group.
Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level,a lower-level rule can be more restrictive, but not less restrictive.

Group Attachment Rule Text Window

Use the Group Attachment Rule Text window to view text for the group attachment rule. This window is available only if text exists for the group attachment rule.

You can access this window from the Group Attachment Rules window.

This window is composed of the Display-Only block and the Group Attachment Rule Text block.

Display-Only Block

This block displays details about the record for which group attachment rule text is being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Group Attachment Rule Text Block

This block displays the group attachment rule text for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Text	Text associated with the group attachment rule.
Print	Compliance print type associated with the line of text. For searches, select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Include/Exclude Course Level Window

Use the Include/Exclude Course Level window to view additional course levels (those other than the “native” course level of the area) for which compliance either included or excluded existing course work for the student. This window is available only if course inclusions/exclusions exist for the area.

If an area has additional included levels, and work at the included level is used to satisfy requirements, the number of used courses/credits are displayed in addition to the rules defined for the additional level. Excluded levels are displayed only if the excluded level also caused a course to be rejected.

You can access this window from the General Requirements block of the main window.

This window is composed of the Display-Only block and the Course Level Inclusions/Exclusions block.

Display-Only Block

This block displays details about the record for which course level inclusions/exclusions are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Course Level Inclusions/Exclusions Block

This block displays the course level inclusions/exclusions for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Include/Exclude	Radio button group to specify whether the course level was included or excluded.
Level	Code of the course level that was included or excluded.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the area's requirements. Used only for an included level.
Credits Maximum	Maximum number of credits from an included course level that can be used to satisfy the area's requirements.
Credits Used	Number of credits earned toward the requirement.

Fields	Descriptions
Connector None/Or	Radio button group used to indicate whether the system used only one value (**None**) or either value (**Or**). See "Connectors" on page 2-1 for more information about connectors.
Courses Maximum	Maximum number of courses from an included course level that can be used to satisfy the area's requirements.
Courses Used	Actual number of courses from the restricted course level that were used to satisfy the area's requirements.
Action Code	Code for the adjustment type, if an adjustment was performed on the area.

Area Restricted Subjects/Attributes Window

Use the Area Restricted Subjects/Attributes window to view any area-level course or attribute restriction rules. This window is available only if restricted course/attribute rules exist for the area.

You can access this window from the General Requirements block of the main window.

This window is composed of the Display-Only block and the Area Subject/Attribute Restrictions block.

Display-Only Block

This block displays details about the record for which area subject/attribute restrictions are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Area Subject/Attribute Restrictions Block

This block displays the area subject/attribute restrictions for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Subject	Code of the subject associated with the restriction, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the restriction, if any.
Credits Maximum	Maximum number of credits from the restricted course level that can be used to satisfy area requirements.
Credits Used	Actual number of credits from the restricted course level that were used to satisfy area requirements.
Connector None/Or	Radio button group used to indicate whether the system used only one value (**None**) or either value (**Or**). See "Connectors" on page 2-1 for more information about connectors.
Courses Maximum	Maximum number of courses from the restricted course level that can be used to satisfy area requirements.
Credits Used	Actual number of courses from the restricted course level that were used to satisfy area requirements.
Action	Code for the adjustment type, if an adjustment was performed on the area.
Campus	Code of the campus associated with this requirement, if applicable.
College	Code of the campus associated with this requirement, if applicable.
Department	Code of the department associated with this requirement, if applicable.

Fields	Descriptions
Text	Checkbox used to indicate whether text has been associated with the selected restriction. (lookup) Edit Area Restricted Subjects/ Attributes Text window

More buttons in the Area Restricted Subjects/Attributes window

Mouse	*Keyboard*	*Result*
Comments	Edit	Opens the Area Restricted Subjects/ Attributes Text window

Area Restricted Subjects/Attributes Text Window

Use the Area Restricted Subjects/Attributes Text window to view text associated with the restriction selected selected on the Area Restricted Subjects/Attributes window.

This window is composed of the Display-Only block and the Area Subject/Attribute Restrictions Text block.

Display-Only Block

This block displays details about the record for which area subject/attribute restrictions text is being viewed.

Fields	Descriptions
Term Effective	Effective term of the compliance request.
Campus	Code of the campus associated with the restriction, if any.
College	Code of the college associated with the restriction, if any.
Department	Code of the department associated with the restriction, if any.
Subject	Code of the subject associated with the restriction, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.

Fields	Descriptions
Course Attribute	Code of the course attribute associated with the restriction, if any.

Area Subject/Attribute Restrictions Text Block

This block displays the area subject/attribute restrictions text for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Text	Text associated with the restriction.
Print	Compliance print type associated with the line of text. For searches, select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Area Restricted Grades Window

Use the Area Restricted Grades window to view any area-level grade restriction rules. This window is available only if restricted grade rules exist for the area.

You can access this window from the General Requirements block of the main window.

This window is composed of the Display-Only block and the Area Grade Restrictions block.

Display-Only Block

This block displays details about the record for which area grade restrictions are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Area Grade Restrictions Block

This block displays the area grade restrictions for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Grade	Code of the grade associated with this restriction.
Credits Maximum	Maximum number of credits with the restricted grade that can be used to satisfy the area's requirements.
Credits Used	Actual number of credits earned with the restricted grade.
Connector None/Or	Radio button group used to indicate whether the system used only one value (**None**) or either value (**Or**). See "Connectors" on page 2-1 for more information about connectors.
Courses Maximum	Maximum number of courses with the restricted grade that can be used to satisfy the area's requirements.
Courses Used	Actual number of courses taken in which the restricted grade was earned.
Action Code	Code for the adjustment type, if an adjustment was performed on the area.
Text	Checkbox used to indicate whether text has been associated with the selected restriction. (lookup) Edit Area Restricted Grades Text window

More buttons in the Area Restricted Subjects/Attributes window

Mouse	*Keyboard*	*Result*
Comments	Edit	Opens the Area Restricted Grades Text window

Area Restricted Grades Text Window

Use the Area Restricted Grades Text window to view text associated with the grade restriction selected on the Area Restricted Grades window.

This window is composed of the Display-Only block and the Area Grade Restrictions Text block.

Display-Only Block

This block displays details about the record for which area grade restrictions text is being viewed.

Fields	Descriptions
Grade	Code of the grade selected on the Area Restricted Grades window.

Area Grade Restrictions Text Block

This block displays the area subject/attribute restrictions text for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Text	Text associated with the restriction.
Print	Compliance print type associated with the line of text. For searches, select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Group Output Inquiry Form (SMIGOUT)

Use the Group Output Inquiry Form (SMIGOUT) to view the details of compliance results for a group within an area used by a compliance request.

Use the fields in the key block to specify the student, request number, and area for which you want to review area-level compliance results. The **ID**, **Request Number**, **Area**, and **Group** fields are the only enterable fields, and a valid combination must be entered to access compliance results.

The General Requirements block displays the group's general requirements and the student's compliance results. Requirements are displayed exactly as they were applied to the student and are either the original requirements or the adjusted requirements for the student.

Fields displayed in the General Requirements block are generally the same as those in the General Requirements block of the Group Requirements Form (SMAGROP), except that most of the fields are duplicated to display the group requirement (**Required**) and the actual value applied to the group (**Used**) based on the student's work.

This form includes the following windows:

- "Main Window" on page 7-184
- "Group Text Window" on page 7-189
- "Include/Exclude Course Level Window" on page 7-190
- "Restricted Subjects/Attributes Window" on page 7-191
- "Restricted Subjects/Attributes Text Window" on page 7-193
- "Restricted Grades Window" on page 7-194
- "Restricted Grades Text Window" on page 7-196
- "Course/Attribute Attachment Window" on page 7-197
- "Course/Attribute Text Window" on page 7-201
- "Additional Levels for Group Window" on page 7-203
- "Course/Attribute Exclusions Window" on page 7-205
- "Used Courses/Attributes Window" on page 7-207

Main Window

The main window is composed of the Key Block and the General Requirements block.

Key Block

Use this block to specify the ID and number of the compliance request you want to view.

Fields	Descriptions
ID	ID of the student for whom you want to display compliance results. Required. Select the Search button for this field to display the Compliance Group Output Person Search List. (lookup) List Compliance Group Output Person Search List

Fields	Descriptions
Request Number	Number of the compliance request number for which you want to display compliance results. Required. Select the Search button for this field to display the Compliance Requests List. (lookup) List Compliance Requests List
Term	Effective term of the compliance request.
Area	Code of the area associated with the compliance request for which information is to be displayed. Required. Select the Search button for this field to display the Areas Attached List. (lookup) List Areas Attached List
Area Level	Native course level of the area.
Catalog	Academic year to which the term belongs.
Group	Code of the group associated with the compliance request for which information is to be displayed. Required. Select the Search button for this field to display the Group Attached List. (lookup) List Group Attached List
Group Level	Native course level of the group.
Group Rule	Rule associated with the group, if any.
Program	Code of the program associated with the compliance request.
Level	Student level associated with the program.

General Requirements Block

Use this block to view the group general requirements for the compliance request specified in the Key Block.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data. If the program's requirements have been adjusted for the student, the adjustment type is displayed in this field.
Total Required Credits Required	Minimum total number of credits needed to satisfy the group's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Total Required Credits Used	Total number of credits earned toward the group's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Connector None/And/Or	Radio button group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**). See "Connectors" on page 2-1 for more information about connectors.
Total Required Courses Required	Minimum total number of courses needed to satisfy the group's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.
Total Required Courses Used	Total number of courses taken toward the group's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.
Required Institutional Credits Required	Minimum total number of credits that must be earned at your institution to satisfy the group's requirements.
Required Institutional Credits Used	Total number of credits earned at your institution toward the group's requirements.
Connector None/And/Or	Radio button group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**).

Fields	Descriptions
Required Institutional Courses Required	Minimum total number of courses that must be taken at your institution to satisfy the group's requirements.
Required Institutional Courses Used	Total number of courses taken at your institution toward the group's requirements.
Required Institutional Traditional Credits Required	Minimum total number of credits that must be earned at your institution with a traditional grade (as defined on the Grade Code Maintenance Form [SHAGRDE]) to satisfy the group's requirements.
Required Institutional Traditional Credits Used	Total number of credits earned at your institution with a traditional grade toward the group's requirements.
Connector None/And/Or	Radio button group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**).
Required Institutional Traditional Courses Required	Minimum total number of courses that must be taken at your institution with a traditional grade to satisfy the group's requirements.
Required Institutional Traditional Courses Used	Total number of courses taken at your institution with a traditional grade toward the group's requirements.
Maximum Institutional Non-Traditional Credits Required	Maximum total number of credits that can be earned at your institution with a non-traditional grade (as defined on SHAGRDE) to satisfy the group's requirements.
Maximum Institutional Non-Traditional Credits Used	Total number of credits earned at your institution with a non-traditional grade toward the group's requirements.

Fields	Descriptions
Connector None/Or	Radio button group used to indicate whether the system used only one value (**None**) or either value (**Or**).
Maximum Institutional Non-Traditional Courses Required	Maximum total number of courses that can be taken at your institution with a non-traditional grade to satisfy the group's requirements.
Maximum Institutional Non-Traditional Courses Used	Total number of courses taken at your institution with a non-traditional grade toward the group's requirements.
Maximum Transfer Credits Required	Maximum number of transfer credits that can be used to satisfy the group's requirements.
Maximum Transfer Credits Used	Maximum number of transfer credits used to satisfy the group's requirements.
Connector None/Or	Radio button group used to indicate whether the system used only one value (**None**) or either value (**Or**).
Maximum Transfer Courses Required	Maximum number of transfer courses that can be used to satisfy the group's requirements.
Maximum Transfer Courses Used	Maximum number of transfer courses used to satisfy the group's requirements.
Compliance Credits Required	Number of credits to be applied towards the program's minimum credit requirement for the area.
Compliance Courses Required	Number of courses to be applied towards the program's minimum course requirement for the area.

Fields	Descriptions
Course Reuse	Default course reuse rule to be used by compliance. Values are *None*, *In*, *Out*, and *Both*.
Attribute Reuse	Default attribute reuse rule to be used by compliance. Values are *None*, *In*, *Out*, and *Both*.
Group Active	Checkbox used to indicate whether the group is active.
Minimum Course Grade	Code of the minimum grade that must be earned for the course to satisfy the group's requirements.
Course Year Limit	Number of years old a course can be to satisfy the group's requirements.

Group Text Window

Use the Group Text window to view group-level text associated with the group. This window is available only if group-level text exists.

When you enter the window, all available text displays. You can query to display only the text defined for a specific compliance output type. In query mode, the Print List lists only those compliance print codes for which group text exists.

You can access this window from the General Requirements block of the main window.

This window is composed of the Display-Only block and the Group Text block.

Display-Only Block

This block displays details about the record for which group text is being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Group Text Block

This block displays the group text for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Text	Text associated with the group.
Print	Compliance print type associated with the line of text. For searches, select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Include/Exclude Course Level Window

Use the Include/Exclude Course Level window to view additional course levels (those other than the "native" course level of the group) for which compliance either included or excluded existing course work for the student. This window is available only if course inclusions/exclusions exist for the group.

If a group has additional included levels, and work at the included level is used to satisfy requirements, the number of used courses/credits are displayed in addition to the rules defined for the additional level. Excluded levels are displayed only if the excluded level also caused a course to be rejected.

You can access this window from the General Requirements block of the main window.

This window is composed of the Display-Only block and the Course Level Inclusions/Exclusions block.

Display-Only Block

This block displays details about the record for which course level inclusions/exclusions are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Course Level Inclusions/Exclusions Block

This block displays the course level inclusions/exclusions for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Include/Exclude	Radio button group to specify whether the course level was included or excluded.
Level	Code of the course level that was included or excluded.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the group's requirements. Used only for an included level.
Credits Maximum	Maximum number of credits from an included course level that can be used to satisfy the group's requirements.
Credits Used	Number of credits earned toward the requirement.
Connector None/Or	Radio button group used to indicate whether the system used only one value (**None**) or either value (**Or**). See "Connectors" on page 2-1 for more information about connectors.
Courses Maximum	Maximum number of courses from an included course level that can be used to satisfy the group's requirements.
Courses Used	Actual number of courses from the restricted course level that were used to satisfy the group's requirements.
Action Code	Code for the adjustment type, if an adjustment was performed on the group.

Restricted Subjects/Attributes Window

Use the Restricted Subjects/Attributes window to view any group-level course or attribute restriction rules. This window is available only if restricted course/attribute rules exist for the group.

You can access this window from the General Requirements block of the main window.

This window is composed of the Display-Only block and the Subject/Attribute Restrictions block.

Display-Only Block

This block displays details about the record for which subject/attribute restrictions are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Subject/Attribute Restrictions Block

This block displays the subject/attribute restrictions for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Subject	Code of the subject associated with the restriction, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the restriction, if any.
Credits Maximum	Maximum number of credits from the restricted course level that can be used to satisfy the group's requirements.
Credits Used	Actual number of credits from the restricted course level that were used to satisfy the group's requirements.
Connector None/Or	Radio button group used to indicate whether the system used only one value (**None**) or either value (**Or**). See "Connectors" on page 2-1 for more information about connectors.
Courses Maximum	Maximum number of courses from the restricted course level that can be used to satisfy the group's requirements.

Fields	Descriptions
Credits Used	Actual number of courses from the restricted course level that were used to satisfy the group's requirements.
Action	Code for the adjustment type, if an adjustment was performed on the group.
Campus	Code of the campus associated with this requirement, if applicable.
College	Code of the campus associated with this requirement, if applicable.
Department	Code of the department associated with this requirement, if applicable.
Text	Checkbox used to indicate whether text has been associated with the selected restriction. (lookup) Edit Restricted Subjects/Attributes Text window

More buttons in the Restricted Subjects/Attributes window

Mouse	*Keyboard*	*Result*
Comments	Edit	Opens the Restricted Subjects/ Attributes Text window

Restricted Subjects/Attributes Text Window

Use the Restricted Subjects/Attributes Text window to view text associated with the restriction selected on the Restricted Subjects/Attributes window.

This window is composed of the Display-Only block and the Group Subject/ Attribute Restrictions Text block.

Display-Only Block

This block displays details about the record for which group subject/attribute restrictions text is being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Campus	Code of the campus associated with the restriction, if any.
College	Code of the college associated with the restriction, if any.
Department	Code of the department associated with the restriction, if any.
Subject	Code of the subject associated with the restriction, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the restriction, if any.

Group Subject/Attribute Restrictions Text Block

This block displays the group subject/attribute restrictions text for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Text	Text associated with the restriction.
Print	Compliance print type associated with the line of text. For searches, select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Restricted Grades Window

Use the Restricted Grades window to view any group-level grade restriction rules. This window is available only if restricted grade rules exist for the group.

You can access this window from the General Requirements block of the main window.

This window is composed of the Display-Only block and the Grade Restrictions block.

Display-Only Block

This block displays details about the record for which grade restrictions are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Grade Restrictions Block

This block displays the grade restrictions for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Grade	Code of the grade associated with this restriction.
Credits Maximum	Maximum number of credits with the restricted grade that can be used to satisfy the group's requirements.
Credits Used	Actual number of credits earned with the restricted grade.
Connector None/Or	Radio button group used to indicate whether the system used only one value (**None**) or either value (**Or**). See "Connectors" on page 2-1 for more information about connectors.
Courses Maximum	Maximum number of courses with the restricted grade that can be used to satisfy the group's requirements.
Courses Used	Actual number of courses taken in which the restricted grade was earned.
Action Code	Code for the adjustment type, if an adjustment was performed on the group.

Fields	Descriptions
Text	Checkbox used to indicate whether text has been associated with the selected restriction. (lookup) Edit Restricted Grades Text window

More buttons in the Restricted Grades window

Mouse	*Keyboard*	*Result*
Comments	Edit	Opens the Restricted Grades Text window

Restricted Grades Text Window

Use the Restricted Grades Text window to view text associated with the grade restriction selected on the Restricted Grades window.

This window is composed of the Display-Only block and the Group Grade Restrictions Text block.

Display-Only Block

This block displays details about the record for which group grade restrictions text is being viewed.

Fields	Descriptions
Grade	Code of the grade selected on the Restricted Grades window.

Group Grade Restrictions Text Block

This block displays the group grade restrictions text for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Text	Text associated with the restriction.
Print	Compliance print type associated with the line of text. For searches, select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Course/Attribute Attachment Window

Use the Course/Attribute Attachment window to view a detailed list of course/attribute attachments for the group. This window is available only if a course or attribute is attached to the group.

This window is composed of the Display-Only block and the Course/Attribute Attachments block.

Display-Only Block

This block displays details about the record for which course/attribute attachments are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Course/Attribute Attachments Block

This block displays the course/attribute attachments for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Met	Checkbox used to indicate whether the detail requirement has been met.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See “Sets and Subsets” on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Rule	User-defined identifier for the rule for this requirement, if applicable. See “Rules” on page 2-13 for more information about rules. For searches, select the Search button for this field to display the Course/Attribute Attachment Rules window. (lookup) List Course/Attribute Attachment Rules window

Fields	Descriptions
Subject	Code of the subject associated with the requirement.
Course Number Low	Course number associated with this requirement or the lowest number in a range.
Course Number High	Highest number in a range associated with this requirement, if applicable.
Course Attribute	Code of the required course attribute.
Student Attribute	Code of the required student attribute.
Course Year Rule	Number of years within which the course must be taken to satisfy this requirement. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level,a lower-level rule can be more restrictive, but not less restrictive.
Minimum Course Grade	Minimum grade earned for the course to satisfy this requirement.
Count in GPA	Checkbox used to indicate whether work used to satisfy this requirement should be used in GPA calculations.
Minimum Credits Per Course	Minimum number of credits earned for the course to satisfy this requirement.
Maximum Credits Per Course	Maximum number of credits for the course to satisfy this requirement.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement.
Must Take Before Term	Last term in which a course can be taken to satisfy this requirement.

Fields	Descriptions
Use Split Course	Checkbox used to indicate whether the remaining number of credits from a course that was partially used to satisfy another requirement can be used to satisfy this one.
Credits Required	Number of credits required to satisfy the detail requirement.
Credits Used	Actual number of credits earned toward the detail requirement.
Connector (untitled)	Type of connector between the fields. *N* — No connector, so either credits or courses could be used to satisfy the detail requirement. *B* — Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. *O* — Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Courses Required	Number of courses required to satisfy the detail requirement.
Courses Used	Actual number of credits taken toward the detail requirement.
Credits Maximum	Maximum number of credits allowed in courses used to satisfy the detail requirement.
Credits Used	Actual number of credits used to satisfy the detail requirement.
Connector (untitled)	Type of connector between the fields. *N* — No connector, so either credits or courses could be used to satisfy the detail requirement. *B* — Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. *O* — Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Courses Maximum	Maximum number of courses allowed in courses used to satisfy the detail requirement.

Fields	Descriptions
Courses Used	Actual number of courses used to satisfy the detail requirement.
Compliance Credits	Number of credits that can accumulate toward area and program general requirements after this requirements is satisfied.
Compliance Courses	Number of courses that can accumulate toward area and program general requirements after this requirements is satisfied.
Use Transfer Courses	Checkbox used to indicate whether transfer work can be used to satisfy this requirement.
Transfer Credits Maximum	Maximum number of transfer credits from a course or group of courses that can be used to satisfy the detail requirement.
Transfer Credits Used	Actual number of transfer credits used to satisfy the detail requirement.
Connector (untitled)	Type of connector between the fields. *N* — No connector, so either credits or courses could be used to satisfy the detail requirement. *B* — Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. *O* — Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Transfer Courses Maximum	Maximum number of transfer courses that can be used to satisfy the detail requirement.
Transfer Credits Used	Actual number of transfer courses used to satisfy the detail requirement.
Action	Code for the adjustment type, if an adjustment was performed on the group.
Adjusted Credits	Number of credits counted for an adjusted requirement.

Fields	Descriptions
Adjusted Courses	Number of courses counted for an adjusted requirement.
Concurrent Enrollment	Checkbox used to indicate whether concurrent enrollment is allowed to meet this requirement. This indicator applies only to requirements that are used in prerequisite checking. When the checkbox is cleared, the prerequisite course must be taken in a term earlier than the one in which registration is attempted. When the checkbox is selected, the prerequisite course can be taken in an earlier term or the same term as the one in which registration is attempted.
Test Code	Code of the test type associated with this requirement.
Score Minimum	Minimum test score that can satisfy this requirement.
Score Maximum	Maximum test score that can satisfy this requirement.
Campus	Code of the campus associated with this requirement, if applicable.
College	Code of the campus associated with this requirement, if applicable.
Department	Code of the department associated with this requirement, if applicable.

Course/Attribute Text Window

Use the Course/Attribute Text window to view text associated with the detail requirement selected in the Course/Attribute Attachment window. This window is available only if text exists for the detail requirement.

You can access this window from the Course/Attribute Attachment window.

This window is composed of the Display-Only block and the Course/Attribute Text block.

Display-Only Block

This block displays details about the record for which course/attribute text is being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.
Campus	Code of the campus associated with this requirement, if applicable.
College	Code of the campus associated with the original requirement, if applicable.
Department	Code of the department associated with the original requirement, if applicable.
Subject	Code of the subject associated with the original requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the original requirement, if any.
Student Attribute	Code of the student attribute associated with the original requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See “Sets and Subsets” on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Course/Attribute Text Block

This block displays the course/attribute text for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Text	Text associated with the detail requirement.
Print	Compliance print type associated with the line of text. For searches, select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Additional Levels for Group Window

Use the Additional Levels for Group window to view additional level inclusions or exclusions associated with the detail requirement selected in the Course/Attribute Attachment window. This window is available only if additional levels were included or excluded for the course.

Additional levels are always displayed in the window; excluded levels appear only if a course that could have satisfied a requirement was rejected due to an exclusion.

You can access this window from the Course/Attribute Attachment window.

This window is composed of the Display-Only block and the Group Additional Levels block.

Display-Only Block

This block displays details about the record for which group additional levels are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Campus	Code of the campus associated with this requirement, if applicable.

Fields	Descriptions
College	Code of the campus associated with the original requirement, if applicable.
Department	Code of the department associated with the original requirement, if applicable.
Subject	Code of the subject associated with the original requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the original requirement, if any.
Student Attribute	Code of the student attribute associated with the original requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See “Sets and Subsets” on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Group Additional Levels Block

This block displays the group additional levels for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Include/Exclude	Radio button group used to specify whether the course level was included or excluded.
Level	Code of the course level that was included or excluded.

Fields	Descriptions
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the detail requirement. Used only for an included level.
Credits Maximum	Maximum number of credits from the included course level that can be used to satisfy the detail requirement.
Credits Used	Number of credits earned toward the detail requirement.
Connector None/Or	Radio button group used to indicate whether the system used only one value (**None**) or either value (**Or**). See "Connectors" on page 2-1 for more information about connectors.
Courses Maximum	Maximum number of courses from the included course level that can be used to satisfy the detail requirement.
Credits Used	Actual number of courses from the included course level that were used to satisfy the detail requirement.
Action	Code for the adjustment type, if an adjustment was performed on the group.

Course/Attribute Exclusions Window

Use the Course/Attribute Exclusions window to view courses/course attributes that cannot be used to satisfy the detail requirement selected in the Course/Attribute Attachment window. This window is available only if exclusion was defined for the detail line in the Course/Attributes Attachments window of the Group Requirements Form (SMAGROP).

You can access this window from the Course/Attribute Attachment window.

This window is composed of the Display-Only block and the Course/Attribute Exclusions block.

Display-Only Block

This block displays details about the record for which course/attribute exclusions are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Campus	Code of the campus associated with this requirement, if applicable.
College	Code of the campus associated with the original requirement, if applicable.
Department	Code of the department associated with the original requirement, if applicable.
Subject	Code of the subject associated with the original requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the original requirement, if any.
Student Attribute	Code of the student attribute associated with the original requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See “Sets and Subsets” on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Course/Attribute Exclusions Block

This block displays the course/attribute exclusions for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Campus	Code of the campus associated with this exclusion, if applicable.
College	Code of the campus associated with this exclusion, if applicable.
Department	Code of the department associated with this exclusion, if applicable.
Subject	Code of the subject associated with this exclusion, if any.
Course Number Low	Course number that was excluded, or the lowest number in a range of excluded courses, if defined.
Course Number High	Highest number in a range of excluded courses, if defined.
Course Attribute	Code of the course attribute associated with this exclusion, if any.
Student Attribute	Code of the student attribute associated with this exclusion, if any.
Must Take In or After Term	Code of the first term of a range during which the course must have been taken, if used in the exclusion.
Must Take Before Term	Code of the last term of a range during which the course must have been taken, if used in the exclusion.
Action	Code for the adjustment type, if an adjustment was performed on the group.

Used Courses/Attributes Window

Use the Used Courses/Attributes window to view details of courses and attributes used to satisfy the detail requirement selected in the Course/Attribute Attachment window.

You can access this window from the Course/Attribute Attachment window.

This window is composed of the Display-Only block and the Used Courses/Attributes block.

Display-Only Block

This block displays details about the record for which used courses/attributes are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Campus	Code of the campus associated with this requirement, if applicable.
College	Code of the campus associated with the original requirement, if applicable.
Department	Code of the department associated with the original requirement, if applicable.
Subject	Code of the subject associated with the original requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the original requirement, if any.
Student Attribute	Code of the student attribute associated with the original requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See “Sets and Subsets” on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Test	Code of the test type associated with the original requirement.
Minimum	Minimum test score that can satisfy the original requirement.

Fields	Descriptions
Maximum	Maximum test score that can satisfy the original requirement.
Concurrency	Checkbox used to indicate whether concurrent enrollment is allowed to be used to satisfy the requirement.
Met	Checkbox used to indicate whether the detail attachment's requirements are met.

Used Courses/Attributes Block

This block displays the used courses/attributes for the compliance request specified in the Key Block of the main window.

Fields	Descriptions
Campus	Code of the campus associated with this detail attachment, if applicable.
College	Code of the campus associated with this detail attachment, if applicable.
Department	Code of the department associated with this detail attachment, if applicable.
Subject	Code of the subject associated with this detail attachment.
Course Number	Course number associated with this detail attachment.
Course Level	Course level associated with this detail attachment.
Course Source	Source of the course(s)/attribute(s) applied to this requirement. Values include: *H* History *R* Registration *P* Planned *T* Transfer *E* Exam *Z* Student attribute

Fields	Descriptions
Course Attribute	Code of the course attribute associated with this detail attachment, if any.
Student Attribute	Code of the student attribute associated with this detail attachment, if any.
Credits Available	Number of credits the course had available to apply to the requirement for this detail attachment.
Credits Used	Actual number of credits used toward satisfying the requirement for this detail attachment.
Grade Code	Code of grade earned for the course associated with this detail attachment.
Grading Mode	Grade mode associated with the grade code.
Traditional	Indicates whether the grade assigned to the course is a “traditional” grade, as defined on the Grade Code Maintenance Form (SHAGRDE).
Course Equivalence	Indicates that the course used is equivalent to the one specified in the requirement.
Potential	Indicates whether the course can potentially be used to satisfy the requirement.
Counted in Program	Indicates whether the course counts toward the program's general requirement (minimum credits and/or courses, maximum transfer credits and/or courses, and so on).
Counted in Area	Indicates whether the course counts toward the area's general requirement (minimum credits and/or courses, maximum transfer credits and/or courses, and so on).
Counted in Group	Indicates whether the course counts toward the group's general requirement (minimum credits and/or courses, maximum transfer credits and/or courses, and so on), if the course is used to satisfy a group's requirements.

Fields	Descriptions
Counted in GPA	Indicates whether the course counts toward grade point averages calculated for the program.
Test Code	Code of the test type associated with this requirement. This indicator is used to indicate that the requirement can be satisfied by achievement of a satisfactory score on a test.
Test Score	Actual score earned on the test.
Concurrency Indicator	Indicates whether this course can be taken concurrently with a prerequisite. This indicator applies only to requirements that are used in prerequisite checking.

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Compliance Reports and Processes

This section covers the following reports and processes used for compliance requests:

- "Batch Compliance Process (SMRBCMP)" on page 7-213
- "Compliance Purge Process (SMPCPRG)" on page 7-223
- "Program Compliance Report (SMRCMPL)" on page 7-231
- "Compliance Hardcopy Output (SMRCRLT)" on page 7-234

Batch Compliance Process (SMRBCMP)

Description

Compliance requests can be created and/or processed in batch using the Batch Compliance Process (SMRBCMP).

Parameters for the process give instructions on the type of processing to be performed when Batch Compliance is run. When run in Population Selection mode, the parameters can be used to specify the source of the compliance curriculum and the intended recipient of the printed output.

Parameters

Name	*Required?*	*Description*	*Values*
Process Term	Yes	Used in report headings and as the selection term for source records, the evaluation term, and the student record/advisor term for created compliance requests. Validated against STVTERM. Single.	

Parameters ***(cont.)***

Name	*Required?*	*Description*	*Values*
Run Mode	Yes	Used to specify the type of processing to occur. Single. If run for a population selection (*P*), a population must be provided using the Application, Selection ID, Creator ID, and User ID parameters. Compliance requests and hardcopy output requests will be created for records in the population, a compliance evaluation will be performed, and the requested hardcopy output will be produced. If run for outstanding compliance requests (*C*), only outstanding compliance requests are evaluated, and any outstanding hardcopy output is produced. No new requests are created. If run for outstanding output only (*H*), outstanding hardcopy output requests will be produced. If the compliance process has not yet been performed for an outstanding hardcopy request, the compliance evaluation will also be performed.	*P* Use population selection *C* Process outstanding compliance requests *H* Produce outstanding output only
Application Code	No, unless Run Mode parameter is *P*	Used to identify the application of the population when population selection processing is requested. Single.	

Parameters ***(cont.)***

Name	*Required?*	*Description*	*Values*
Selection Identifier	No, unless Run Mode parameter is *P*	Used to identify the selection ID of the population when population selection processing is requested. Single.	
Creator ID	No, unless Run Mode parameter is *P*	Used to identify the creator of the population when population selection processing is requested. Single.	
User ID	No, unless Run Mode parameter is *P*	Used to identify the user who created the population which will be used. Single.	

Parameters ***(cont.)***

Name	*Required?*	*Description*	*Values*
Curriculum Source	No, unless Run Mode parameter is *P*	Used to specify the source of the curriculum data to be used when a compliance request is created during population selection processing. Single. When Recruiting (*R*) is selected, compliance request records are created for records in the population based on the information in the selected recruiting record. To be used as a curriculum source record, at least one recruiting record must exist for the Process Term parameter. If multiple recruiting records exist for the selected term, multiple compliance requests are created and evaluated. Compliance request records are not created for recruiting records that have been withdrawn. When Admissions (*A*) is selected, compliance request records will be created for people in the population based on the data in the selected admissions application record. To be used as a curriculum source record, the entry term of the admissions application record must equal the Process Term parameter. If multiple admissions application records exist for the selected term, multiple compliance requests will be created and evaluated. Compliance request records will not be created for admissions application records which have been withdrawn. *(continued on the next page)*	*R* Use recruiting records *A* Use admission application records *S* Use student records *D* Use degree records

Parameters ***(cont.)***

Name	*Required?*	*Description*	*Values*
Curriculum Source *(continued)*		When Student (*S*) is selected, compliance requests are created for records in the population based on the data in the selected general student record. To be used as a curriculum source record, an effective student record must exist for the Process Term parameter. When Degree (*D*) is selected, compliance requests are created for records in the population based on the data in selected academic history degree records. To be used as a curriculum source record, a record must exist where the Graduation Term equals the Process Term parameter and the Degree Status parameters equals one of the parameter Degree Status values. If multiple degree records exist that match the parameter Graduation Term and Degree Status, multiple compliance requests will be created and evaluated.	
Degree Status	No, unless Curriculum Source parameter is *D*	Used to indicate the degree status of degree records which will be used as curriculum course records. Multiple. Validated against STVDEGS.	

Parameters ***(cont.)***

Name	*Required?*	*Description*	*Values*
Hardcopy for Population	Yes	When *P* (population selection) is entered for the Run Mode parameter, this parameter controls whether hardcopy output requests will be created for created compliance requests. Single.	*N* Hardcopy output requests will not be produced *Y* Hardcopy output requests will be created for the compliance print type specified in the Compliance Print Type parameter
Printer ID	No	When *C* (outstanding compliance requests) or *H* (outstanding hardcopy requests) is entered for the Run Mode parameter, only hardcopy output requests where the destination printer entered for the hardcopy requests matches the parameter-specified value will be produced. Single. If no value is entered for this parameter, outstanding hardcopy requests will be selected without regard to the printer contained in the request record. Validated against GTVPRNT.	

Parameters ***(cont.)***

Name	*Required?*	*Description*	*Values*
Compliance Print Type	No	When *P* (population selection) is entered for the Run Mode parameter, this parameter is used to specify the compliance print type to be produced if hardcopy output is requested for the population. When *H* (outstanding hardcopy requests) is entered for the Run Mode parameter, this parameter is used to specify the compliance print type that should be produced for the run. Single. Validated against STVCPRT. You can use the percent sign (%) as a wildcard value for your specification of compliance type, although you should do this only if the value entered for the Run Mode parameter is *C* (outstanding compliance evaluations) or *H* (outstanding hardcopy requests).	
Send to Advisors	Yes	Used only when the value entered for the Run Mode parameter is *P* (population selection). Indicates whether the hardcopy output should be produced for the person's advisor(s). Single.	*Y* Advisor name(s) will be set in the "Issued" information of the hardcopy output request so that the output can be forwarded to the appropriate advisor(s) *N* Output will not be sent to the advisor(s)

Parameters ***(cont.)***

Name	*Required?*	*Description*	*Values*
Primary Advisor Only	No, unless Send to Advisors parameter is *Y*	Used only when the Send to Advisor parameter is *Y*. Indicates that hardcopy output should be produced for the person's primary advisor only. Single.	*Y* Primary advisor's name will be set in the "Issued" information of the hardcopy output request so that the output can be forwarded to him or her *N* Output will be sent to all advisor types specified in the Advisor Type(s) parameter (if there is more than one)
Advisor Type(s)	No, unless Primary Advisor Only parameter is *N*	Used only when the Send to Advisor parameter is *Y*. and Primary Advisor Only is *N*. Specifies which advisor type(s) the hardcopy output should be sent to. Mutliple. Validated against STVADVR.	
Address Hierarchy	Yes, unless the Send to Advisor parameter is *Y*	Used only when the Send to Advisor parameter is *N*. Then, the student's name and address will be set in the "Issued" information of the Hardcopy Output request so that the hardcopy output can be mailed to the student. Multiple. Must be entered in standard address hierarchy format. Validated against STVATYP.	
Address Selection Date	Yes	Date on which the selected address type must be effective. Single.	

Parameters ***(cont.)***

Name	*Required?*	*Description*	*Values*
Sort Order	Yes	Order in which the records are to be sorted. Single.	*N* Issued-to Name *Z* Zip, Issued-to Name *P* Program, Issued-to Name
Sessionid	No	SessionID to be used in case the batch compliance process does not successfully complete processing for all records. The session ID entered for this parameter is printed in the Batch Compliance Report and the `smrbcmp_<oneup>.log` file for the initial run. If this process is not successfully completed, enter the session ID to cause the process to begin where it stopped, so that requests that were successfully processed are not processed again. **Note:** When running the batch compliance process through Job Submission, a number of parameters are required and this parameter is not required. However, if a session ID is entered for a restarted job, all other parameters are ignored and the job is restarted at its termination point.	

Parameters ***(cont.)***

Name	*Required?*	*Description*	*Values*
Default Parameter Code	No	Default type code to be used in compliance processing. Single.	*ONLINE* *BATCH* *WEB*

Compliance Purge Process (SMPCPRG)

Description

The Compliance Purge Process (SMPCPRG) is used to purge unneeded compliance requests. To perform a compliance evaluation, a compliance request record must exist. The compliance request record includes the processing instructions and various parameters used by the compliance process. Planned courses records and hardcopy output request records could also be associated with a compliance request. During a compliance evaluation, many compliance output records can be created. After CAPP has been used for a period of time, a significant number of compliance-related records exist. In many cases, only the results of the most recent compliance evaluation are meaningful, and a significant amount of disk space could be recovered by purging unneeded compliance-related records.

Parameters

Name	*Required?*	*Description*	*Values*
Purge Selection	Yes	Specifies which requests are to be purged.	*R* Purge all but the most recent requests *U* Purge requests that meet user-entered criteria
Request Date for Purge	No	Requests entered on or before this date will be purged. This is used only when the Purge Selection parameter is *U*.	
Request Date for Range Purge	No	Requests with dates between the values specified for the Request for Date Purge and the Request for Date Range Purge parameters will be purged. This is used only when the Purge Selection parameter is *U*.	
ID(s) for Purging	No	Specific ID(s) to be purged. This is used only when the Purge Selection parameter is *U*.	

Parameters ***(cont.)***

Name	*Required?*	*Description*	*Values*
Programs for Purging	No	Program(s) to be purged. This is used only when the Purge Selection parameter is *U*. Validated against SMAPRLE.	
User(s) for Purging	No	User(s) to be purged. This is used only when the Purge Selection parameter is *U*.	
Purge Processed or Not	Yes	Specifies which requests are to be purged. This applies only to requests that meet all other criteria specified for this job.	*P* Processed *U* Unprocessed *B* Both
Purge Detail or Request	Yes	Specifies what is to be purged: detail information only or requests and all associated records. This applies only to requests that meet all other criteria specified for this job.	*D* Purge detail *R* Purge request and records
Purge Hardcopy Requests	Yes	Specifies whether hardcopy requests are to be purged.	*Y* Purge hardcopy requests *N* Do not purge hardcopy requests
Hardcopy Request Date	No	Last date for which hardcopy requests should be purged. This is used only when the Purge Hard Copy Requests parameter is *Y*. Requests entered on or before this date will be purged.	

Parameters ***(cont.)***

Name	*Required?*	*Description*	*Values*
Run Mode (Audit or Update)	Yes	Specifies the run mode. Running the process in Audit mode will produce a report of what will be purged based on the parameter values entered. Running the process in Update mode will actually remove the records from the system.	*A* Audit *U* Update
Print Detail	Yes	Specifies whether detail is to be printed or control totals only.	*Y* Print detail *N* Print control totals

Report Sample—Compliance Purge Process (SMPCPRG)

```
30-MAR-2005 02:42:PM                    GRADUATION CLEARANCE                    PAGE: 1
                                Compliance Purge Control Report                 SMPCPRG
                                        AUDIT    MODE


ID          NAME                          REQ#      PROGRAM/     ACTION
                                                    PRINT TYPE
524833852   Abtew, Asfaw A                  7       FIN          Compliance Request Audited.
                                            7       UG-LONG      Print Request Audited.
                                            9       FIN          Compliance Request Audited.
                                           18       FIN          Compliance Request Audited.
                                           19       FIN          Compliance Request Audited.
                                           23       FIN          Compliance Request Audited.
                                           24       FIN          Compliance Request Audited.

                                                    PRINT TYPE
523233939   Bader, Jamie L                 11       BHS          Compliance Request Audited.
                                           11       UG-LONG      Print Request Audited.
                                           14       BHS          Compliance Request Audited.
                                           20       BHS          Compliance Request Audited.
                                           21       BHS          Compliance Request Audited.
                                           25       BHS          Compliance Request Audited.
                                           26       BHS          Compliance Request Audited.

                                                    PRINT TYPE
802009502   Bascom, Henry S                77       PREREQPROG   Compliance Request Audited.
                                           78       PREREQPROG   Compliance Request Audited.
                                           79       PREREQPROG   Compliance Request Audited.
                                           80       PREREQPROG   Compliance Request Audited.
                                           81       PREREQPROG   Compliance Request Audited.
                                           82       PREREQPROG   Compliance Request Audited.

                                                    PRINT TYPE
507041828   Brandorff, William             12       CIM          Compliance Request Audited.
                                           12       UG-LONG      Print Request Audited.
                                           14       CIM          Compliance Request Audited.
                                           20       CIM          Compliance Request Audited.
                                           21       CIM          Compliance Request Audited.
```

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Compliance Purge Control Report — SMPCPRG
AUDIT MODE

ID	NAME	REQ#	PROGRAM/ PRINT TYPE	ACTION
507041828	Brandorff, William	25	CIM	Compliance Request Audited.
		26	CIM	Compliance Request Audited.
			PRINT TYPE	
0000@2122	Burg, Lewis	12	BA-BUCK	Compliance Request Audited.
		12	UG-LONG	Print Request Audited.
		14	BA-BUCK	Compliance Request Audited.
		20	BA-BUCK	Compliance Request Audited.
		21	BA-BUCK	Compliance Request Audited.
		25	BA-BUCK	Compliance Request Audited.
		26	BA-BUCK	Compliance Request Audited.
			PRINT TYPE	
410009307	Charles, Corey	23	BBA-CF	Compliance Request Audited.
		23	UG-LONG	Print Request Audited.
		25	BBA-CF	Compliance Request Audited.
		31	BBA-CF	Compliance Request Audited.
		32	BBA-CF	Compliance Request Audited.
		36	BBA-CF	Compliance Request Audited.
		37	BBA-CF	Compliance Request Audited.
			PRINT TYPE	
0000@2112	Christiana, Julie	18	BA-IBUS	Compliance Request Audited.
		19	BA-IBUS	Compliance Request Audited.
		12	BA-INB	Compliance Request Audited.
		12	UG-LONG	Print Request Audited.
		14	BA-INB	Compliance Request Audited.
		22	BA-INB	Compliance Request Audited.
		23	BA-INB	Compliance Request Audited.
		27	BA-INB	Compliance Request Audited.
		28	BA-INB	Compliance Request Audited.

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Compliance Purge Control Report SMPCPRG
AUDIT MODE

ID	NAME	REQ#	PROGRAM/ PRINT TYPE	ACTION
210009501	Clark, Henry	21	DIPLELET	Compliance Request Audited.
		21	UG-LONG	Print Request Audited.
		23	DIPLELET	Compliance Request Audited.
		27	DIPLELET	Compliance Request Audited.
		28	DIPLELET	Compliance Request Audited.
		29	DIPLELET	Compliance Request Audited.
		30	DIPLELET	Compliance Request Audited.
		31	DIPLELET	Compliance Request Audited.
		32	DIPLELET	Compliance Request Audited.
		33	DIPLELET	Compliance Request Audited.
		34	DIPLELET	Compliance Request Audited.
		35	DIPLELET	Compliance Request Audited.
		36	DIPLELET	Compliance Request Audited.
			PRINT TYPE	
112742798	Curran, Aisling M	27	BA-ECON	Compliance Request Audited.
		28	BA-ECON	Compliance Request Audited.
		39	BA-ECON	Compliance Request Audited.
		40	BA-ECON	Compliance Request Audited.
		41	BA-ECON	Compliance Request Audited.
		42	BA-ECON	Compliance Request Audited.
		49	BA-ECON	Compliance Request Audited.
		50	BA-ECON	Compliance Request Audited.
		51	BA-ECON	Compliance Request Audited.
		52	BA-ECON	Compliance Request Audited.
			PRINT TYPE	
0000@2108	Davidson, Mark D	1	BA-INB	Compliance Request Audited.
		2	BA-INB	Compliance Request Audited.
		2	UG-LONG	Print Request Audited.

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Compliance Purge Control Report SMPCPRG
AUDIT MODE

ID	NAME	REQ#	PROGRAM/ PRINT TYPE	ACTION
@00002063	Davis, Josh	10	REUSE89	Compliance Request Audited.
		19	REUSE89	Compliance Request Audited.
		28	REUSE89	Compliance Request Audited.
		37	REUSE89	Compliance Request Audited.
		11	REUSE90	Compliance Request Audited.
		20	REUSE90	Compliance Request Audited.
		29	REUSE90	Compliance Request Audited.
		38	REUSE90	Compliance Request Audited.
		12	REUSE91	Compliance Request Audited.
		21	REUSE91	Compliance Request Audited.
		30	REUSE91	Compliance Request Audited.
		39	REUSE91	Compliance Request Audited.
		13	REUSE92	Compliance Request Audited.
		22	REUSE92	Compliance Request Audited.
		31	REUSE92	Compliance Request Audited.
		40	REUSE92	Compliance Request Audited.
		14	REUSE93	Compliance Request Audited.
		23	REUSE93	Compliance Request Audited.
		32	REUSE93	Compliance Request Audited.
		41	REUSE93	Compliance Request Audited.
		15	REUSE94	Compliance Request Audited.
		24	REUSE94	Compliance Request Audited.
		33	REUSE94	Compliance Request Audited.
		42	REUSE94	Compliance Request Audited.
		16	REUSE95	Compliance Request Audited.
		25	REUSE95	Compliance Request Audited.
		34	REUSE95	Compliance Request Audited.
		43	REUSE95	Compliance Request Audited.
		17	REUSE96	Compliance Request Audited.
		26	REUSE96	Compliance Request Audited.
		35	REUSE96	Compliance Request Audited.
		44	REUSE96	Compliance Request Audited.
		9	REUSE97	Compliance Request Audited.
		18	REUSE97	Compliance Request Audited.

```
30-MAR-2005 02:42:PM                          GRADUATION CLEARANCE                          PAGE: 31
                                          Compliance Purge Control Report                    SMPCPRG

Purge Selection [All but most Recent or User-entered criteria]: ALL BUT MOST RECENT                Purge Processed or Not
Processed?: Processed Requests ONLY
                                    Purge Detail or Request?: Purged Requests and Details
                                 Purge Hardcopy Requests? [Y/N]: No
                                       Run Mode [Audit/Update]:  Audit
                                           Print Detail? [Y/N]:  Yes

                                                Processing Totals .......


                                          Compliance Requests Purged: 889
                                  Associated Hard Copy Requests Purged: 22
                                        Other Hard Copy Request Purged: 0
```

Program Compliance Report (SMRCMPL)

Description

The Program Compliance Report (SMRCMPL) is produced when a compliance request with the **Create Course Select Report** checkbox on the Compliance Request Management Form (SMARQCM) selected is processed. The report displays diagnostic messages, if any (for example if the program is inactive, or if an area is rejected) and then lists student attributes and student courses.

The Student Attributes section displays all student attributes selected for consideration by compliance and includes the attribute code, description, and effective term.

The Student Courses section displays all courses selected for consideration by compliance, and lists the courses in the order in which compliance will use them. Courses can be sorted in chronological order (earliest term first), reverse term order (most recent term first), or in descending grade order (highest grade first), depending on the value in the **Course Usage Order** field (*C* for chronological, *G* for grade or *T* for descending term) on SMARQCM for the compliance request.

The courses selected for consideration by compliance processing might not include all of a student's courses. The selection of courses depends on the values specified for the compliance request in the following fields on SMARQCM:

- **Minimum In-Progress Term** (for in-progress courses)
- **Maximum In-Progress Term** (for in-progress courses)
- **Minimum Cutoff Term**
- **Maximum Cutoff Term**

Also, the course selection process excludes institutional and transfer courses with a **Repeat (Indicator)** value of *A* or *E*, so they will not be available for use with any program requirements during a compliance evaluation.

The Program Compliance Report is useful as a debugging tool when you are first building program rules and researching why a requirement was fulfilled or not. After you have thoroughly tested program rules and obtained correct results, you might no longer have a need to have it produced.

Hardcopy output can be produced either by selecting the Submit button on SMARQCM or by using the Batch Compliance Process (SMRBCMP). In both cases, hardcopy output is produced only when a valid, unprinted hardcopy output request exists. (The Batch Compliance Process can also create hardcopy output requests that it will then produce.) The Compliance Hardcopy Output (SMRCRLT) process will use the rules defined on the Compliance Print Type Rules Form (SMACPRT) to select and format the data to be printed, based on the compliance print type specified in the hardcopy output request. Because you will design the output information to be printed for different print types, the output you produce will vary in length and content from type to type. The following is a sample of hardcopy output that prints the basic information important to a student or advisor, but does not print all program, area, and/or group restrictions.

Report Sample—Program Compliance Report (SMRCMPL)—*see the following page*

13-AUG-2005 07:07:07 GRADUATION CLEARANCE PAGE 1
Program Compliance Report SMRCMPL
Term Order

ID: 210009502 Name : Cuspin, Lorie
Request No.: 2
Program : DIPLELET Catalog Term: 200420
****
****

Student Attributes: 2

Code	Description	Term
11T	1st Semester, 1st Year Tech	199510
21T	1st Semester, 2nd Year Tech	199610

Student Courses: 22

Subj	Crse	CRN	Term	Grade	Credits	Source	Level	Camp	Coll	Dept	*---------- Crse Attributes -----*
ACCT	197	10091	200420	B	3.00	History	UG	M	BU		
ACCT	198	10092	200420	B	3.00	History	UG	M	BU		
GEOL	1040	10057	200420	A	3.00	History	GR	M	AS	NSCI	
ELET	210	10071	200410	A	4.00	History	CR	M	EN	ENGT	
ELET	220	10072	200410	B	2.00	History	CR	M	EN	ENGT	
ELET	225	10073	200410	B	2.00	History	CR	M	EN	ENGT	
ELET	243	10074	200410	A	4.00	History	CR	M	EN	ENGT	
ELET	291	10075	200410	C	1.00	History	CR	M	EN	ENGT	
TMTH	201	10078	200410	C	2.00	History	CR	M	EN	MATH	
TMTH	202	10079	200410	B	2.00	History	CR	M	EN	MATH	
ELET	102	10051	200320	B	4.00	History	CR	M	EN	ENGT	
ELET	110	10052	200320	B	4.00	History	CR	M	EN	ENGT	
ENGL	103	10048	200320	B	3.00	History	CR	M	AS	ENGL	
PHYS	101	10076	200320	B	4.00	History	CR	M	EN	ENGT	
TMTH	102	10039	200320	B	4.00	History	CR	M	EN	MATH	
ELET	101	10069	200310	B	4.00	History	CR	M	EN	ENGT	
ELET	121	10070	200310	C	3.00	History	CR	M	EN	ENGT	
ELET	150	10071	200310	A	1.00	History	CR	M	EN	ENGT	
ENGL	101		200310	TR	4.00	Transfer	CR				
SOCI	201		200310	TR	3.00	Transfer	CR				
TMTH	101	10077	200310	A	5.00	History	CR	M	EN	MATH	
TMTH	105		200310	TR	2.00	Transfer	CR				

Compliance Hardcopy Output (SMRCRLT)

Description

This is the process that generates hardcopy reports of compliance results. The report can be produced in any of the following ways.

- Via the Compliance Request Management Form (SMARQCM), hardcopy requests can be created so that they will be processed and/or printed at the same time that the compliance request is processed or so that they can be processed and/or printed at some later date.
- Via the Batch Compliance Process (SMRBCMP), hardcopy requests can be created and processed at the same time as the compliance requests.
- From the host, you can process hardcopy requests that have been created for compliance requests that have already been processed. The parameters are:
    - COMPLIANCE RUN SEQUENCE NUMBER: the one-up sequence number generated for the compliance request when it was processed. (Optional)
    - STUDENT ID AND REQUEST NO. (ID,REQUEST): the student ID and compliance request number to which the hardcopy request is attached. (Required)
    - NUMBER OF LINES PRINTED PER PAGE: the number of lines to print per page. (Optional)

Report Sample—Compliance Hardcopy Output (SMRCRLT)—*see the following page*

```
Name: Westin, George                                                    Release 7.1.0.1 Page 1
ID: A00034799                                                           Print Date: 21-NOV-2005
Request Number:    1                                                    Print Type: PRNTALL



George Westin                                          Advisor Name:    Martha Jones
3471 Sepulveda Boulevard                               Originator:      DOFS - Dean of Students
Van Nuys, CA  90234                                    Originator Name: Martha Jones
                                                       Program:         BA-CHEM - Bachelor of Arts - Chemistry
                                                       Level:           UG - Undergraduate
                                                       Campus:          A - Annandale
                                                       College:         AS - College of Arts & Sciences
                                                       Degree:          BA - Bachelor of Arts
                                                       Eval Term:       200620 - Spring 2005-2006
                                                       --- ---- ------------------------------ -- -- ----------- ----
Curr Srce : General Student                             Y  CMSV Community Service                AP 24-JUN-2005
Curriculum Details:                                     Y   MQP Major Qualifying Project          AP 24-JUN-2005
Ctlg Term : 200210 - Fall 2001                          N  ORAL Oral Examination
Major     : CHEM - Chemistry

Admit Term: 200210 - Fall 2001                         PROGRAM INCLUDED/EXCLUDED LEVELS
Curr Class: SO - Sophomore                             Effective Term: 000000  Source: O
                                                              Min ---Credits---     Courses
                                                       I/E LV Grd   Max   Actl      Max Actl Actn
                                                       --- -- --- ------ ------ --- --- ---- ----
PROGRAM SUMMARY                                        INC GR              0.00       1    0
MET         General Requirements
NOT MET     Non-Course Requirements                    PROGRAM RESTRICTED SUBJECTS/ATTRIBUTES
NONE REQD   Required Attributes                        Effective Term: 000000  Source: O
NOT MET     Detail Requirements                                      --Course--- Crse ---Credits---     -Courses-
                                                       Cmp Col Dept Subj  Low  High  Attr  Max    Actl    Max  Actl Actn
PROGRAM GENERAL REQUIREMENTS                           --- --- ---- ---- ----- ----- ---- ------ ------   ---- ---- ----
Effective Term: 000000  Source: O                                 ENGL 0000  0099                0.00          0
                          ---Credits---         -Courses-        MATH 0000  0099                0.00          0
                          Met  Req    Actl      Reqd Actl
                          --- ------ ------      ---  ---       PROGRAM RESTRICTED GRADES
Total Required:            Y  120.00 135.00           51       Effective Term: 000000  Source: O
Req Institution:           Y   33.00  84.00           28          ---Credits---      Courses
Last Number Inst Req:      Y   18.00  30.00           10       Grd  Max    Actl      Max Actl Actn
..Out of Last Earned:      Y   30.00  30.00           10       --- ------ ------     --- ---- ----
Min GPA:                   Y    2.00                3.46       F            0.00       2    0

PROGRAM NON-COURSE REQUIREMENTS                        USED AREAS
Effective Term: 000000  Source: O                      Effective Term: 000000  Source: A
                                  Yr ----Status----                                        St Cr
Met Code          Description     Lm Cd    Date     Actn  Met    Area          Description   Lv Lv Dyn Actn
```

```
Name: Westin, George
ID: A00034799
Request Number:    1

--- ---------- ------------------------------ -- -- --- ----
 N  CORE-UGB   Undergraduate Bachelor's Core  UG UG  X
 N  CORE-LANG  Arts & Science Language Core   UG UG  X
 Y  CORE-AS/SC Arts & Sciences Science Core   UG UG  X
 N  B SCI MAJR Core Area B Science Majors     UG UG
 Y  F BA CHM   Core Area F Chem Majors        UG UG
 N  BA CHM MJR BA Chemistry Major Area        UG UG  X
 N  BA CHM SC  BA Chemistry supporting crses  UG UG
 Y  ELECTIVES  Elective Area                  UG UG

AREA DETAIL

Area:       CORE-UGB     Undergraduate Bachelor's Core
Six courses in General Humanities, two in Composition and
Literature, three in Math and/or Science, three in Social
Sciences, one in Fine and Performing Arts.

AREA SUMMARY
NOT MET    General Requirements
NOT MET    Group Requirements

AREA GENERAL REQUIREMENTS
Effective Term: 000000  Source: A
                          ---Credits---         -Courses-
                          Met  Req    Actl      Reqd Actl
                          --- ------ ------      ---  ---
Total Required:            N          28.00       14    9

USED GROUPS
Effective Term: 000000  Source: A
Met         ---Rule--- --Group--- Actn
---         ---------- ---------- ----
 Y                     CORE-ARTS
 Y    and              CORE-COMP
 N    and              CORE-GHUM
 Y    and              CORE-MATH
 Y    and              CORE-SSCI

AREA GROUP DETAIL


Group: CORE-ARTS  Fine/Performing Arts Component
One course in Fine Arts (Painting, Sculpture, Art
Exploration) or Performing Arts (Music or Theatre)
theory.  Performance credits (band, orchestra, etc.)
cannot be used to fulfill this requirement.

GROUP SUMMARY
MET        General Requirements
MET        Course/Attribute Requirements
```

```
                                  Release 7.1.0.1 Page 2
                                  Print Date: 21-NOV-2005
                                  Print Type: PRNTALL

GROUP GENERAL REQUIREMENTS
Effective Term: 000000  Source: O
                          ---Credits---         -Courses-
                          Met  Req    Actl      Reqd Actl
                          --- ------ ------      ---  ---
Total Required:            Y          3.00        1    1

GROUP RESTRICTED SUBJECTS/ATTRIBUTES
Effective Term: 000000  Source: O
                    --Course--- Crse ---Credits---      -Courses-
Cmp Col Dept Subj  Low  High  Attr  Max    Actl    Max  Actl Actn
--- --- ---- ---- ----- ----- ---- ------ ------   ---- ---- ----
                                PERF          0.00           0

Courses Used By Requirement:
 Term  Subj Crse  Title                     Attr Crdts Grd S Actn
------ ---- ----- ------------------------- ---- ----- --- - ----
200210 THEA 1111  Introductory Theatre            3.00 A   T
       SO1  710   SAT Verbal                                 E
                                                 ------
                                                  3.00

Group: CORE-COMP  Comp/Literature Component
Two freshman-level literature or composition courses.

GROUP SUMMARY
MET        General Requirements
MET        Course/Attribute Requirements

GROUP GENERAL REQUIREMENTS
Effective Term: 000000  Source: O
                          ---Credits---         -Courses-
                          Met  Req    Actl      Reqd Actl
                          --- ------ ------      ---  ---
Total Required:            Y          6.00        2    2

Courses Used By Requirement:
 Term  Subj Crse  Title                     Attr Crdts Grd S Actn
------ ---- ----- ------------------------- ---- ----- --- - ----
200210 ENGL 1101  English Composition I           3.00 A   H
200220 ENGL 1102  English Composition II          3.00 B   H
                                                 ------
                                                  6.00

Group: CORE-GHUM  General Humanities Component
Core Seminar 1000 and 1001, one course in Biblical &
Historical Studies, one in Literature, and two in
Philospophy.

GROUP SUMMARY
NOT MET    General Requirements
```

```
Name: Westin, George                                                    Release 7.1.0.1 Page 3
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NOT MET    Course/Attribute Requirements

GROUP GENERAL REQUIREMENTS
Effective Term: 000000  Source: O
                          ---Credits---         -Courses-
                          Met  Req    Actl      Reqd Actl
                          --- ------ ------      ---  ---
Total Required:            N          3.00        6    1

Courses Used By Requirement:
 Term  Subj Crse  Title                     Attr Crdts Grd S Actn
------ ---- ----- ------------------------- ---- ----- --- - ----
200210 HIST 2111  US History I               BLHS  3.00 A   T
                                                    ------
                                                      3.00


Group: CORE-MATH  Math/Stat Component
Two courses in Math or Statistics taken in specified
combinations.

GROUP SUMMARY
MET        General Requirements
MET        Course/Attribute Requirements

GROUP GENERAL REQUIREMENTS
Effective Term: 000000  Source: A
                          ---Credits---         -Courses-
                          Met  Req    Actl      Reqd Actl
                          --- ------ ------      ---  ---
Total Required:            Y          7.00        2    2

Courses Used By Requirement:
 Term  Subj Crse  Title                     Attr Crdts Grd S Actn
------ ---- ----- ------------------------- ---- ----- --- - ----
200210 MATH 1112  Trigonometry                     3.00 A   H
200210 MATH 1634  Calculus I                      4.00 B   T
                                                  ------
                                                    7.00


Group: CORE-SSCI  Social Science Component
Three courses in History (HIST), American Studies (AMST),
Sociology (SOCI), or Psychology (PSYC), each in a
different discipline.

GROUP SUMMARY
MET        General Requirements
MET        Course/Attribute Requirements

GROUP GENERAL REQUIREMENTS
Effective Term: 000000  Source: O
                          ---Credits---         -Courses-
                          Met  Req    Actl      Reqd Actl
                          --- ------ ------      ---  ---
Total Required:            Y          9.00        3    3

Courses Used By Requirement:
 Term  Subj Crse  Title                     Attr Crdts Grd S Actn
------ ---- ----- ------------------------- ---- ----- --- - ----
200320 HIST 1112  Survey of World History I       3.00 C   H
200220 PSYC 1101  General Psycholog               3.00 A   H
200220 SOCI 1101  Introductory Sociology          3.00 A   H
                                                ------
                                                  9.00

Area:       CORE-LANG    Arts & Science Language Core
Four introductory and/or intermediate courses in a
single foreign language.

AREA SUMMARY
NOT MET    General Requirements
NOT MET    Course Requirements

AREA GENERAL REQUIREMENTS
Effective Term: 000000  Source: O
                          ---Credits---         -Courses-
                          Met  Req    Actl      Reqd Actl
                          --- ------ ------      ---  ---
Total Required:            N          9.00        4    3

Courses Used By Requirement:
 Term  Subj Crse  Title                     Attr Crdts Grd S Actn
------ ---- ----- ------------------------- ---- ----- --- - ----
200420 SPAN 1001  Beginning Spanish I             3.00     R
200210 SPAN 2001  Intermediate Spanish I          3.00 A   H
200420 SPAN 2002  Intermediate Spanish II         3.00     R
                                                ------
                                                  9.00

Area:       CORE-AS/SC   Arts & Sciences Science Core
One year (two semesters) in a single lab science.  Note that
some sciences include the lab with the base course, while in
other sciences, the lecture and lab are separate courses.

AREA SUMMARY
MET        General Requirements
MET        Course Requirements

AREA GENERAL REQUIREMENTS
Effective Term: 000000  Source: O
                          ---Credits---         -Courses-
                          Met  Req    Actl      Reqd Actl
                          --- ------ ------      ---  ---
```

```
Name: Westin, George                                                    Release 7.1.0.1 Page 4
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Request Number:    1                                                    Print Type: PRNTALL

Total Required:            Y          8.00        4    4

Courses Used By Requirement:
 Term  Subj Crse  Title                     Attr Crdts Grd S Actn
------ ---- ----- ------------------------- ---- ----- --- - ----
200210 BIOL 1010  Biological Principles           3.00 A   T
200210 BIOL 1011  Biological Principles Lab       1.00 B   T
200210 BIOL 1020  Biological Principles II        3.00 A   T
200210 BIOL 1021  Biological Principles II        1.00 B   T
                                               ------
                                                 8.00

Area:       B SCI MAJR   Core Area B Science Majors
Core Area B requirements modified specifically for science
majors.

AREA SUMMARY
NOT MET    General Requirements
MET        Course Requirements

AREA GENERAL REQUIREMENTS
Effective Term: 000000  Source: O
                         ---Credits---         -Courses-
                         Met  Req    Actl      Reqd Actl
                         --- ------ ------      ---  ---
Total Required:           N    4.00   2.00            1

Courses Used By Requirement:
 Term  Subj Crse  Title                     Attr Crdts Grd S Actn
------ ---- ----- ------------------------- ---- ----- --- - ----
200410 LIBR 1101  Academic Research              2.00 A   H
       SAL  16    ACT Subscore Arts/Literat                E
                                               ------
                                                 2.00

Area:       F BA CHM     Core Area F Chem Majors
Core Area F modified specifically for
students pursuing a BA in Chemistry.

AREA SUMMARY
MET        General Requirements
MET        Course Requirements

AREA GENERAL REQUIREMENTS
Effective Term: 000000  Source: O
                         ---Credits---         -Courses-
                         Met  Req    Actl      Reqd Actl
                         --- ------ ------      ---  ---
Total Required:           Y   14.00  14.00            6

AREA RESTRICTED SUBJECTS/ATTRIBUTES

Effective Term: 000000  Source: O
                          --Course--- Crse ---Credits---      -Courses-
Cmp Col Dept Subj  Low  High  Attr  Max    Actl    Max  Actl Actn
--- --- ---- ---- ----- ----- ---- ------ ------   ---- ---- ----
             PWLA                              0.00           0
                  3000  4999                  0.00           0
                  3000A 4999Z                 0.00           0

Courses Used By Requirement:
 Term  Subj Crse  Title                     Attr Crdts Grd S Actn
------ ---- ----- ------------------------- ---- ----- --- - ----
200210 CHEM 1211K Principles of Chemistry I       4.00 A   H
200220 CHEM 1212K Principles of Chemistry I       4.00 A   H
200210 CHEM 2411  Organic Chemistry I             3.00 B   T
200210 CHEM 2411L Organic Chemistry I Lab         1.00 A   T
200210 MATH 1112  Trigonometry                    1.00 A   H
200210 MATH 1634  Calculus I                      1.00 B   T
                                               ------
                                                12.00

Area:       BA CHM MJR   BA Chemistry Major Area

AREA SUMMARY
NOT MET    General Requirements
NOT MET    Group Requirements

AREA GENERAL REQUIREMENTS
Effective Term: 000000  Source: O
                           ---Credits---         -Courses-
                           Met  Req    Actl      Reqd Actl
                           --- ------ ------      ---  ---
Total Required:             N   26.00  18.00            7
Min Area GPA:               Y    2.00                3.66

USED GROUPS
Effective Term: 000000  Source: O
Met         ---Rule--- --Group--- Actn
---         ---------- ---------- ----
 N  (                  CHM MJR RQ
 Y  ) and (            CHM MJR EL
    )

AREA GROUP DETAIL


Group: CHM MJR RQ Chemistry Major Requirements
The Chemistry major requires six courses:
     CHEM 3310K, 3422, 3422L, 4610, 4711 and
     either CHEM 3510 or CHEM 3521

GROUP SUMMARY
```

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NOT MET    General Requirements
NOT MET    Course/Attribute Requirements

GROUP GENERAL REQUIREMENTS
Effective Term: 000000  Source: O
                          ---Credits---         -Courses-
                          Met  Req    Actl      Reqd Actl
                          --- ------ ------      ---  ---
Total Required:            N          9.00        6    3

Courses Used By Requirement:
 Term  Subj Crse  Title                     Attr Crdts Grd S Actn
------ ---- ----- ------------------------- ---- ----- --- - ----
200420 CHEM 3510  Physical Chemistry              3.00     R
200320 CHEM 4610  Inorganic Chemistry             3.00 A   H
200420 CHEM 4711  Biochemistry                   3.00     R
                                                ------
                                                  9.00

Group: CHM MJR EL Chemistry Major Electives
The Chemistry major also requires nine additional credits
     selected from CHEM 4712, 4900 or any other upper
     division CHEM course (i.e. 3000 - 4999)

GROUP SUMMARY
MET        General Requirements
MET        Course/Attribute Requirements

GROUP GENERAL REQUIREMENTS
Effective Term: 000000  Source: O
                          ---Credits---         -Courses-
                          Met  Req    Actl      Reqd Actl
                          --- ------ ------      ---  ---
Total Required:            Y    9.00   9.00             4

Courses Used By Requirement:
 Term  Subj Crse  Title                     Attr Crdts Grd S Actn
------ ---- ----- ------------------------- ---- ----- --- - ----
200220 CHEM 1212K Principles of Chemistry I       2.00 A   H
200210 CHEM 2422L Organic Chemistry II Lab        1.00 A   T
200310 CHEM 4410  Organic Medicinal Chemist       3.00 B   H
200420 CHEM 4611  Bonding and Structure          3.00     R
                                                ------
                                                  7.00

Area:       BA CHM SC    BA Chemistry supporting crses

AREA SUMMARY
NOT MET    General Requirements
NOT MET    Course Requirements

AREA GENERAL REQUIREMENTS
Effective Term: 000000  Source: O
                                  ---Credits---         -Courses-
                                  Met  Req    Actl      Reqd Actl
                                  --- ------ ------      ---  ---
Total Required:                    N    6.00   3.00             1

Courses Used By Requirement:
 Term  Subj Crse  Title                     Attr Crdts Grd S Actn
------ ---- ----- ------------------------- ---- ----- --- - ----
200420 SPAN 2002  Intermediate Spanish II   LANG  3.00     R
200210            Achieved Senior Standing                      Z
                                                       ------
                                                         0.00

Area:       ELECTIVES    Elective Area

AREA SUMMARY
MET        General Requirements
MET        Course Requirements

AREA GENERAL REQUIREMENTS
Effective Term: 000000  Source: O
                                  ---Credits---         -Courses-
                                  Met  Req    Actl      Reqd Actl
                                  --- ------ ------      ---  ---
Total Required:                    Y   17.00  67.00            27

Courses Used By Requirement:
 Term  Subj Crse  Title                     Attr Crdts Grd S Actn
------ ---- ----- ------------------------- ---- ----- --- - ----
200210 ALHL 2XXX  Intr to Hlth Care Environ       1.00 B   T
200210 ALHL 2XXX  Intr to Hlth Care Environ       3.00 A   T
200210 ALHL 2XXX  Measurement Science             3.00 B   T
200220 BIOL 2021  Anatomy and Physiology I        3.00 A   H
200220 BIOL 2021L Anatomy and Physiology I        1.00 A   H
200210 BIOL 2030  Microbiology                    2.00 B   T
200210 BIOL 2030L Anatomy and Physiology La       2.00 A   T
200220 CHEM 1212K Principles of Chemistry I       2.00 A   H
200210 CHEM 2422  Organic Chemistry II            3.00 B   T
200220 ENGL 2110  World Literature                3.00 B   H
200320 LIBR 1101  Academic Research              2.00 W   H
200210 MATH 1112  Trigonometry                   2.00 A   H
200210 MATH 1634  Calculus I                     3.00 B   T
200410 MATH 2644  Calculus II                    4.00 B   H
200210 NURS 3172  Health Assessment              1.00 C   T
200210 NURS 3172L Health Assessment Lab          1.00 B   T
200210 NURS 3XXX  Health Illness Transition      2.00 B   T
200210 NURS 3XXX  Health Illness Transition      3.00 C   T
200210 NURS 3XXX  Health Promotions              3.00 B   T
200210 NURS 3XXX  Health Promotions Practic      1.00 A   T
```

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Name: Westin, George                                                    Release 7.1.0.1 Page 6
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200210 NURS 3XXX  Interactive Communication       3.00 B   T
200210 PHYS 1111  Introductory Physics I          4.00 A   H
200310 PHYS 2212  Principles of Physics II        4.00 B   H
200220 POLS 1101  American Government            3.00 B   H
200220 PWLA 2611  Special Activities              1.00 A   H
200310 SPAN 3101  Conversational Spanish          3.00 A   H
200320 SPAN 3450  Spanish for Business           3.00 A   H
200410 XIDS 2100  Arts and Ideas                 3.00 B   H
                                                ------
                                                60.00
```

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Name: Westin, George                                                    Release 7.1.0.1 Page 7
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Request Number:    1                                                    Print Type: PRNTALL



                                                        Advisor Name:    Martha Jones
George Westin                                           Originator:      DOFS - Dean of Students
3471 Sepulveda Boulevard                                Originator Name: Martha Jones
Van Nuys, CA  90234                                     Program:         BA-CHEM - Bachelor of Arts - Chemistry
                                                        Level:           UG - Undergraduate
                                                        Campus:          A - Annandale
                                                        College:         AS - College of Arts & Sciences
                                                        Degree:          BA - Bachelor of Arts
                                                        Eval Term:       200620 - Spring 2005-2006

Area: CORE-UGB Undergraduate Bachelor's Core (14 courses) - Not Met
   Six courses in General Humanities, two in Composition and
   Literature, three in Math and/or Science, three in Social
   Sciences, one in Fine and Performing Arts.

     Group: CORE-ARTS Fine/Performing Arts Component (1 course) - Met
         One course in Fine Arts (Painting, Sculpture, Art
         Exploration) or Performing Arts (Music or Theatre)
         theory.  Performance credits (band, orchestra, etc.)
         cannot be used to fulfill this requirement.

                          -Course-   Crse  Req   Req Min                                                  Crse            Actn
M         ---Rule--- Subj  Low  High  Attr  Crdt Crse Grd  Term  Subj Crse  Title                        Attr Crdts Grd S Code
-         ---------- ---- ----- ----- ---- -----  --- --- ------ ---- ----- ---------------------------- ---- ----- --- - ----
Y                    S01  600   800                          S01  710   SAT Verbal                                    E
         Required: minimum score of 600 on SAT Verbal exam
Y   and   CORE-ARTS                                 200210 THEA 1111  Introductory Theatre                3.00 A   T
                                                                                                        ------
                                                                                                          3.00

Rule: CORE-ARTS   CORE-Arts Component
  ----------------------------------------Rule Umbrella-----------------------------------------------------------
   Performance credits in band, orchestra, etc. cannot be used
   to fulfill this requirement.
  Conditions -Required Per Condition- --Maximum Per Condition- -----Total Required----- -----Total Maximum------
   Req Actl  ---Credits--- --Courses- ---Credits--- --Courses- ---Credits--- --Courses- ---Credits--- --Courses-
                                                                 Req   Actl   Req Actl    Max   Actl   Max Actl
   --- ----         ------        ---        ------        --- ------ ------  ---  ---  ------ ------  ---  ---
     1    1                                                          3.00    1    1           3.00    1    1
   ----------------------------------------Rule Detail-------------------------------------------------------------
                            -Course-   Crse  Req   Req Min                                                  Crse            Actn
   M         ---Rule--- SUBJ  Low  High  Attr  Crdt Crse Grd  Term  Subj Crse  Title                        Attr Crdts Grd S Code
   -         ---------- ---- ----- ----- ---- -----  --- --- ------ ---- ----- ---------------------------- ---- ----- --- - ----
   N                    ART
   N   and              FNAR
   N   and              MUSC
   Y   and              THEA                                 200210 THEA 1111  Introductory Theatre                3.00 A   T
```

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     Group: CORE-COMP Comp/Literature Component (2 courses) - Met
         Two freshman-level literature or composition courses.

                              -Course-   Crse  Req   Req Min                                                  Crse            Actn
M         ---Rule---  Subj   Low  High  Attr  Crdt Crse Grd  Term  Subj Crse  Title                        Attr Crdts Grd S Code
-         ----------  ----  -----  ----- ----  -----  ---  --- ------ ---- ----- ------------------------------ ---- ----- --- - ----
Y                     ENGL  1002   1999                2     200210 ENGL 1101  English Composition I                3.00 A   H
                                                               200220 ENGL 1102  English Composition II               3.00 B   H
                                                                                                                  ------
                                                                                                                    6.00

     Group: CORE-GHUM General Humanities Component (6 courses) - Not Met
         Core Seminar 1000 and 1001, one course in Biblical &
         Historical Studies, one in Literature, and two in
         Philospophy.

                              -Course-   Crse  Req   Req Min                                                  Crse            Actn
M         ---Rule---  Subj   Low  High  Attr  Crdt Crse Grd  Term  Subj Crse  Title                        Attr Crdts Grd S Code
-         ----------  ----  -----  ----- ----  -----  ---  --- ------ ---- ----- ------------------------------ ---- ----- --- - ----
N                     CHSM  1000   1001                2
N   and               ENGL  1201   1250                1
N   and               PHIL                             2
Y   and                                   BLHS          1     200210 HIST 2111  US History I                 BLHS  3.00 A   T
                                                                                                                  ------
                                                                                                                    3.00

     Group: CORE-MATH Math/Stat Component (2 courses) - Met
         Two courses in Math or Statistics taken in specified
         combinations.

                              -Course-   Crse  Req   Req Min                                                  Crse            Actn
M         ---Rule---  Subj   Low  High  Attr  Crdt Crse Grd  Term  Subj Crse  Title                        Attr Crdts Grd S Code
-         ----------  ----  -----  ----- ----  -----  ---  --- ------ ---- ----- ------------------------------ ---- ----- --- - ----
Y (                   MATH  1112                       2     200210 MATH 1112  Trigonometry                        3.00 A   H
         MATH 1112 substituted for MATH 1030
Y   and               MATH  1634                       2     200210 MATH 1634  Calculus I                          4.00 B   T
         MATH 1634 substituted for MATH 1090
N ) or  (             STAT  2107
N   and               STAT  2108
  )
                                                                                                                  ------
                                                                                                                    7.00

     Group: CORE-SSCI Social Science Component (3 courses) - Met
         Three courses in History (HIST), American Studies (AMST),
         Sociology (SOCI), or Psychology (PSYC), each in a
         different discipline.
```

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Name: Westin, George                                                    Release 7.1.0.1 Page 9
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                           -Course-   Crse  Req   Req Min                                                  Crse            Actn
M         ---Rule--- Subj  Low  High  Attr  Crdt Crse Grd  Term  Subj Crse  Title                         Attr Crdts Grd S Code
-         ---------- ---- ----- ----- ---- ----- --- --- ------ ---- ----- ------------------------------ ---- ----- --- - ----
Y         CORE-SSCI                                      200320 HIST 1112  Survey of World History II          3.00 C   H
                                                         200220 PSYC 1101  General Psycholog                  3.00 A   H
                                                         200220 SOCI 1101  Introductory Sociology              3.00 A   H
                                                                                                            ------
                                                                                                              9.00

Rule: CORE-SSCI   CORE-Social Sciences Component
  ----------------------------------------Rule Umbrella-----------------------------------------------------------------
  Conditions -Required Per Condition- --Maximum Per Condition- -----Total Required----- -----Total Maximum------
   Req Actl  ---Credits--- --Courses- ---Credits--- --Courses- ---Credits--- --Courses- ---Credits--- --Courses-
                                                                 Req   Actl   Req Actl    Max   Actl   Max Actl
   --- ----         ------        ---        ------        --- ------ ------  ---  ---  ------ ------  ---  ---
     3    3                        1                          1          9.00    3    3           9.00    3    3
   ----------------------------------------Rule Detail-------------------------------------------------------------
                             -Course-   Crse  Req   Req Min                                                  Crse            Actn
   M         ---Rule--- SUBJ  Low  High  Attr  Crdt Crse Grd  Term  Subj Crse  Title                         Attr Crdts Grd S Code
   -         ---------- ---- ----- ----- ---- ----- --- --- ------ ---- ----- ------------------------------ ---- ----- --- - ----
   N                    AMST 1000  2999                1
   Y   and              HIST 1000  2999                1     200320 HIST 1112  Survey of World History II          3.00 C   H
   Y   and              PSYC 1000  2999                1     200220 PSYC 1101  General Psycholog                  3.00 A   H
   Y   and              SOCI 1000  2999                1     200220 SOCI 1101  Introductory Sociology              3.00 A   H

Area: CORE-LANG Arts & Science Language Core (4 courses) - Not Met
   Four introductory and/or intermediate courses in a
   single foreign language.

                           -Course-   Crse  Req   Req Min                                                  Crse            Actn
M         ---Rule--- Subj  Low  High  Attr  Crdt Crse Grd  Term  Subj Crse  Title                         Attr Crdts Grd S Code
-         ---------- ---- ----- ----- ---- ----- --- --- ------ ---- ----- ------------------------------ ---- ----- --- - ----
N (                  FREN 1000  2999                4
N ) or  (            GERM 1000  2999                4
N ) or  (            LATN 1000  2999                4
N ) or  (            SPAN 1000  2999                4     200420 SPAN 1001  Beginning Spanish I               3.00     R
                                                         200210 SPAN 2001  Intermediate Spanish I             3.00 A   H
                                                         200420 SPAN 2002  Intermediate Spanish II            3.00     R
N ) or  (            RUSS 1000  2999                4
  )
                                                                                                            ------
                                                                                                              9.00  4.00 GPA

Area: CORE-AS/SC Arts & Sciences Science Core (4 courses) - Met
   One year (two semesters) in a single lab science.  Note that
   some sciences include the lab with the base course, while in
   other sciences, the lecture and lab are separate courses.
```

```
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                           -Course-   Crse  Req   Req Min                                                  Crse            Actn
M         ---Rule--- Subj  Low  High  Attr  Crdt Crse Grd  Term  Subj Crse  Title                        Attr Crdts Grd S Code
-         ---------- ---- ----- ----- ---- -----  --- --- ------ ---- ----- ------------------------------ ---- ----- --- - ----
Y (                  BIOL 1010  1011               2     200210 BIOL 1010  Biological Principles               3.00 A   T
                                                         200210 BIOL 1011  Biological Principles Lab           1.00 B   T
Y   and              BIOL 1020  1021               2     200210 BIOL 1020  Biological Principles II            3.00 A   T
                                                         200210 BIOL 1021  Biological Principles II Lab        1.00 B   T
N ) or  (            GEOL 1030  1031               2
N   and              GEOL 1040  1041               2
N ) or  (            BIOL 1205  1206               2
  )
                                                                                                          ------
                                                                                                            8.00  3.75 GPA

Area: B SCI MAJR Core Area B Science Majors (4.00 credits) - Not Met
   Core Area B requirements modified specifically for science
   majors.

                           -Course-   Crse  Req   Req Min                                                  Crse            Actn
M         ---Rule--- Subj  Low  High  Attr  Crdt Crse Grd  Term  Subj Crse  Title                        Attr Crdts Grd S Code
-         ---------- ---- ----- ----- ---- -----  --- --- ------ ---- ----- ------------------------------ ---- ----- --- - ----
Y         SELECT1                                                  SAL  16    ACT Subscore Arts/Literature                E
Y   and   SELECT2ND                                 200410 LIBR 1101  Academic Research                   2.00 A   H
                                                                                                          ------
                                                                                                            2.00  4.00 GPA

Rule: SELECT1     Choose one course from list
  ----------------------------------------Rule Umbrella-----------------------------------------------------------------
  Conditions -Required Per Condition- --Maximum Per Condition- -----Total Required----- -----Total Maximum------
   Req Actl  ---Credits--- --Courses- ---Credits--- --Courses- ---Credits--- --Courses- ---Credits--- --Courses-
                                                                 Req   Actl   Req Actl    Max   Actl   Max Actl
   --- ----         ------        ---        ------        --- ------ ------  ---  ---  ------ ------  ---  ---
     1    1                                                          0.00         0           0.00         0
   ----------------------------------------Rule Detail-------------------------------------------------------------
                           -Course-   Crse  Req   Req Min                                                  Crse            Actn
   M         ---Rule--- SUBJ  Low  High  Attr  Crdt Crse Grd  Term  Subj Crse  Title                        Attr Crdts Grd S Code
   -         ---------- ---- ----- ----- ---- -----  --- --- ------ ---- ----- ------------------------------ ---- ----- --- - ----
   N                    ART  2000
   N   and              COMM 1110
   N   and              ENGL 2000
   N   and              ENGL 2050
   N   and              PHIL 2110
   N   and              XIDS 1004
   Y   and              SAL  15    18                                SAL  16    ACT Subscore Arts/Literature                E
   One course in the Core Area B may be satisfied by a minimum
   score of 15 on the ACT Arts/Literature exam.
```

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Rule: SELECT2ND   Take 2nd Core Area B from list
  ----------------------------------------Rule Umbrella-----------------------------------------------------------
  Conditions -Required Per Condition- --Maximum Per Condition- -----Total Required----- -----Total Maximum------
   Req Actl  ---Credits--- --Courses- ---Credits--- --Courses- ---Credits--- --Courses- ---Credits--- --Courses-
                                                                 Req   Actl   Req Actl    Max   Actl   Max Actl
   --- ----          ------        ---        ------         --- ------ ------  ---  ---  ------ ------  ---  ---
     1    1                                                          2.00         1           2.00         1
   ----------------------------------------Rule Detail-------------------------------------------------------------
                            -Course-   Crse  Req   Req Min                                                  Crse            Actn
   M         ---Rule--- SUBJ  Low  High  Attr  Crdt Crse Grd  Term  Subj Crse  Title                        Attr Crdts Grd S Code
   -         ---------- ---- ----- ----- ---- -----  --- --- ------ ---- ----- ------------------------------ ---- ----- --- - ----
   N                    ANTH 1100
   N   and              ART  2000
   N   and              BUS  1900
   N   and              COMM 1110
   N   and              ENGL 2000
   Y   and              LIBR 1101                          200410 LIBR 1101  Academic Research                    2.00 A   H
   N   and              MUSC 1110
   N   and              XIDS 2001

Area: F BA CHM Core Area F Chem Majors (14.00 credits) - Met
   Core Area F modified specifically for
   students pursuing a BA in Chemistry.

                            -Course-   Crse  Req   Req Min                                                  Crse            Actn
M         ---Rule--- Subj   Low  High  Attr  Crdt Crse Grd  Term  Subj Crse  Title                        Attr Crdts Grd S Code
-         ---------- ---- ----- ----- ---- -----  --- --- ------ ---- ----- ------------------------------ ---- ----- --- - ----
Y                    CHEM 2411                          200210 CHEM 2411  Organic Chemistry I                  3.00 B   T
Y   and              CHEM 2411L                         200210 CHEM 2411L Organic Chemistry I Lab              1.00 A   T
Y   and   CHEM                                          200210 CHEM 1211K Principles of Chemistry I            4.00 A   H
                                                       200220 CHEM 1212K Principles of Chemistry II           4.00 A   H
Y   and   MATH                                          200210 MATH 1112  Trigonometry                         1.00 A   H
                                                       200210 MATH 1634  Calculus I                           1.00 B   T
                                                                                                            ------
                                                                                                             14.00  3.71 GPA

Rule: CHEM        Basic Chemistry options
  ----------------------------------------Rule Umbrella-----------------------------------------------------------
  Conditions -Required Per Condition- --Maximum Per Condition- -----Total Required----- -----Total Maximum------
   Req Actl  ---Credits--- --Courses- ---Credits--- --Courses- ---Credits--- --Courses- ---Credits--- --Courses-
                                                                 Req   Actl   Req Actl    Max   Actl   Max Actl
   --- ----          ------        ---        ------         --- ------ ------  ---  ---  ------ ------  ---  ---
     2    2                                                          8.00         2           8.00         2
   ----------------------------------------Rule Detail-------------------------------------------------------------
                            -Course-   Crse  Req   Req Min                                                  Crse            Actn
   M         ---Rule--- SUBJ  Low  High  Attr  Crdt Crse Grd  Term  Subj Crse  Title                        Attr Crdts Grd S Code
   -         ---------- ---- ----- ----- ---- -----  --- --- ------ ---- ----- ------------------------------ ---- ----- --- - ----
   Y         1STCHEM                                  200210 CHEM 1211K Principles of Chemistry I            4.00 A   H
   Y   and   2NDCHEM                                  200220 CHEM 1212K Principles of Chemistry II           4.00 A   H
```

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Rule: MATH        2 hrs from Math 1113, 1634
  ----------------------------------------Rule Umbrella-----------------------------------------------------------
  Conditions -Required Per Condition- --Maximum Per Condition- -----Total Required----- -----Total Maximum------
   Req Actl  ---Credits--- --Courses- ---Credits--- --Courses- ---Credits--- --Courses- ---Credits--- --Courses-
                                                                 Req   Actl   Req Actl    Max   Actl   Max Actl
   --- ----         ------        ---        ------        --- ------ ------  ---  ---  ------ ------  ---  ---
         2                                                     2.00   2.00         2    2.00   2.00         2
   ----------------------------------------Rule Detail-------------------------------------------------------------
                            -Course-   Crse  Req   Req Min                                                  Crse            Actn
   M         ---Rule--- SUBJ  Low  High  Attr  Crdt Crse Grd  Term  Subj Crse  Title                       Attr Crdts Grd S Code
   -         ---------- ---- ----- ----- ---- -----  --- --- ------ ---- ----- ------------------------------ ---- ----- --- - ----
   Y                    MATH 1634              1.00          200210 MATH 1634  Calculus I                           1.00 B   T
   N   and (            MATH 1113              1.00
   Y ) or  (            MATH 1112              1.00          200210 MATH 1112  Trigonometry                         1.00 A   H
     )

Rule: 1STCHEM     Yr 1 Chem options - choose 1   Within rule CHEM
  ----------------------------------------Rule Umbrella-----------------------------------------------------------
  Conditions -Required Per Condition- --Maximum Per Condition- -----Total Required----- -----Total Maximum------
   Req Actl  ---Credits--- --Courses- ---Credits--- --Courses- ---Credits--- --Courses- ---Credits--- --Courses-
                                                                 Req   Actl   Req Actl    Max   Actl   Max Actl
   --- ----         ------        ---        ------        --- ------ ------  ---  ---  ------ ------  ---  ---
     1    1                                                           4.00         1           4.00         1
   ----------------------------------------Rule Detail-------------------------------------------------------------
                            -Course-   Crse  Req   Req Min                                                  Crse            Actn
   M         ---Rule--- SUBJ  Low  High  Attr  Crdt Crse Grd  Term  Subj Crse  Title                       Attr Crdts Grd S Code
   -         ---------- ---- ----- ----- ---- -----  --- --- ------ ---- ----- ------------------------------ ---- ----- --- - ----
   Y (                  CHEM 1211K                        200210 CHEM 1211K Principles of Chemistry I            4.00 A   H
   N ) and (            CHEM 1211
   N   and              CHEM 1211L
   N ) and (            CHEM 1211
     )

Rule: 2NDCHEM     Yr 2 Chem options - choose 1   Within rule CHEM
  ----------------------------------------Rule Umbrella-----------------------------------------------------------
  Conditions -Required Per Condition- --Maximum Per Condition- -----Total Required----- -----Total Maximum------
   Req Actl  ---Credits--- --Courses- ---Credits--- --Courses- ---Credits--- --Courses- ---Credits--- --Courses-
                                                                 Req   Actl   Req Actl    Max   Actl   Max Actl
   --- ----         ------        ---        ------        --- ------ ------  ---  ---  ------ ------  ---  ---
     1    1                                                           4.00         1           4.00         1
   ----------------------------------------Rule Detail-------------------------------------------------------------
                            -Course-   Crse  Req   Req Min                                                  Crse            Actn
   M         ---Rule--- SUBJ  Low  High  Attr  Crdt Crse Grd  Term  Subj Crse  Title                       Attr Crdts Grd S Code
   -         ---------- ---- ----- ----- ---- -----  --- --- ------ ---- ----- ------------------------------ ---- ----- --- - ----
   Y (                  CHEM 1212K                        200220 CHEM 1212K Principles of Chemistry II           4.00 A   H
   N ) and (            CHEM 1212
   N   and              CHEM 1212L
   N ) and (            CHEM 1212
     )
```

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Area: BA CHM MJR BA Chemistry Major Area (26.00 credits - 2.00 GPA) - Not Met

     Group: CHM MJR RQ Chemistry Major Requirements (6 courses) - Not Met
         The Chemistry major requires six courses:
              CHEM 3310K, 3422, 3422L, 4610, 4711 and
              either CHEM 3510 or CHEM 3521

                           -Course-   Crse  Req   Req Min                                                    Crse            Actn
M         ---Rule--- Subj  Low  High  Attr  Crdt Crse Grd  Term  Subj Crse  Title                          Attr Crdts Grd S Code
-         ---------- ---- ----- ----- ---- -----  --- --- ------ ---- ----- ------------------------------ ---- ----- --- - ----
N                    CHEM 3310K
N   and              CHEM 3422
N   and              CHEM 3422L
Y   and              CHEM 4610                          200320 CHEM 4610  Inorganic Chemistry                  3.00 A   H
Y   and              CHEM 4711                          200420 CHEM 4711  Biochemistry                        3.00     R
Y   and (            CHEM 3510                          200420 CHEM 3510  Physical Chemistry                  3.00     R
N ) or  (            CHEM 3521
  )
                                                                                                           ------
                                                                                                             9.00

     Group: CHM MJR EL Chemistry Major Electives (9.00 credits) - Met
         The Chemistry major also requires nine additional credits
              selected from CHEM 4712, 4900 or any other upper
              division CHEM course (i.e. 3000 - 4999)

                           -Course-   Crse  Req   Req Min                                                    Crse            Actn
M         ---Rule--- Subj  Low  High  Attr  Crdt Crse Grd  Term  Subj Crse  Title                          Attr Crdts Grd S Code
-         ---------- ---- ----- ----- ---- -----  --- --- ------ ---- ----- ------------------------------ ---- ----- --- - ----
Y         ELECTIVES                                  200220 CHEM 1212K Principles of Chemistry II           2.00 A   H
                                                     200210 CHEM 2422L Organic Chemistry II Lab             1.00 A   T
                                                     200310 CHEM 4410  Organic Medicinal Chemistry          3.00 B   H
                                                     200420 CHEM 4611  Bonding and Structure                3.00     R
                                                                                                           ------
                                                                                                             9.00

Rule: ELECTIVES   9 hours from list
  ----------------------------------------Rule Umbrella----------------------------------------------------------------
  Conditions -Required Per Condition- --Maximum Per Condition- -----Total Required----- -----Total Maximum------
   Req Actl  ---Credits--- --Courses- ---Credits--- --Courses- ---Credits--- --Courses- ---Credits--- --Courses-
                                                                 Req   Actl   Req Actl    Max   Actl   Max Actl
   --- ----         ------        ---        ------        --- ------ ------  ---  ---  ------ ------  ---  ---
         3                                                    9.00   9.00         4           9.00         4
   ----------------------------------------Rule Detail-----------------------------------------------------------------
                             -Course-   Crse  Req   Req Min                                                    Crse            Actn
    M         ---Rule--- SUBJ  Low  High  Attr  Crdt Crse Grd  Term  Subj Crse  Title                          Attr Crdts Grd S Code
    -         ---------- ---- ----- ----- ---- -----  --- --- ------ ---- ----- ------------------------------ ---- ----- --- - ----
    Y (                  CHEM 4712             0.00
    Y ) and (            CHEM 4900             0.00
```

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   Y ) and (            CHEM 3000  4999Z       1.00          200220 CHEM 1212K Principles of Chemistry II          2.00 A   H
                                                             200210 CHEM 2422L Organic Chemistry II Lab            1.00 A   T
                                                             200310 CHEM 4410  Organic Medicinal Chemistry         3.00 B   H
                                                             200420 CHEM 4611  Bonding and Structure               3.00     R
   All 9 hours may come from any upper division course
   (i.e. 3000 - 4999); however, if CHEM 4712 and/or
   CHEM 4900 has been taken, the credits should be applied
   to the major electives.
     )

Area: BA CHM SC BA Chemistry supporting crses (6.00 credits) - Not Met

                          -Course-   Crse  Req   Req Min                                                  Crse            Actn
M         ---Rule--- Subj  Low  High  Attr  Crdt Crse Grd  Term  Subj Crse  Title                        Attr Crdts Grd S Code
-         ---------- ---- ----- ----- ---- -----  --- --- ------ ---- ----- ------------------------------ ---- ----- --- - ----
Y                    2002        LANG               200420 SPAN 2002  Intermediate Spanish II        LANG  3.00     R
N   and (            CS   1301
N ) or  (            CS   2000
Y ) and (                                           200210            Achieved Senior Standing                     Z
  )
                                                                                                      ------
                                                                                                        3.00  0.00 GPA

Area: ELECTIVES Elective Area (17.00 credits) - Met

                          -Course-   Crse  Req   Req Min                                                  Crse            Actn
M         ---Rule--- Subj  Low  High  Attr  Crdt Crse Grd  Term  Subj Crse  Title                        Attr Crdts Grd S Code
-         ---------- ---- ----- ----- ---- -----  --- --- ------ ---- ----- ------------------------------ ---- ----- --- - ----
Y                    1000  4999Z      17.00          200210 ALHL 2XXX  Intr to Hlth Care Environ Lab          1.00 B   T
                                                     200210 ALHL 2XXX  Intr to Hlth Care Environments         3.00 A   T
                                                     200210 ALHL 2XXX  Measurement Science                    3.00 B   T
                                                     200220 BIOL 2021  Anatomy and Physiology I              3.00 A   H
                                                     200220 BIOL 2021L Anatomy and Physiology I Lab          1.00 A   H
                                                     200210 BIOL 2030  Microbiology                          2.00 B   T
                                                     200210 BIOL 2030L Anatomy and Physiology Lab            2.00 A   T
                                                     200220 CHEM 1212K Principles of Chemistry II           2.00 A   H
                                                     200210 CHEM 2422  Organic Chemistry II                  3.00 B   T
                                                     200220 ENGL 2110  World Literature                     3.00 B   H
                                                     200320 LIBR 1101  Academic Research                    2.00 W   H
                                                     200210 MATH 1112  Trigonometry                         2.00 A   H
                                                     200210 MATH 1634  Calculus I                           3.00 B   T
                                                     200410 MATH 2644  Calculus II                          4.00 B   H
                                                     200210 NURS 3172  Health Assessment                    1.00 C   T
                                                     200210 NURS 3172L Health Assessment Lab                1.00 B   T
                                                     200210 NURS 3XXX  Health Illness Transition            2.00 B   T
                                                     200210 NURS 3XXX  Health Illness Transition            3.00 C   T
                                                     200210 NURS 3XXX  Health Promotions                     3.00 B   T
                                                     200210 NURS 3XXX  Health Promotions Practicum           1.00 A   T
                                                     200210 NURS 3XXX  Interactive Communication            3.00 B   T
                                                     200210 PHYS 1111  Introductory Physics I               4.00 A   H
```

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200310	PHYS 2212	Principles of Physics II	4.00	B	H
200220	POLS 1101	American Government	3.00	B	H
200220	PWLA 2611	Special Activities	1.00	A	H
200310	SPAN 3101	Conversational Spanish	3.00	A	H
200320	SPAN 3450	Spanish for Business	3.00	A	H
200410	XIDS 2100	Arts and Ideas	3.00	B	H
			67.00	3.31 GPA	

George Westin
3471 Sepulveda Boulevard
Van Nuys, CA 90234

Advisor Name: Martha Jones
Originator: DOFS - Dean of Students
Originator Name: Martha Jones
Program: BA-CHEM - Bachelor of Arts - Chemistry
Level: UG - Undergraduate
Campus: A - Annandale
College: AS - College of Arts & Sciences
Degree: BA - Bachelor of Arts
Eval Term: 200620 - Spring 2005-2006

IN-PROGRESS COURSES

Area	Group	Rule	Subj Crse	Creds	Attr
BA CHM MJR	CHM MJR EL	ELECTIVES	CHEM 4611	3.00	
BA CHM MJR	CHM MJR RQ		CHEM 3510	3.00	
BA CHM MJR	CHM MJR RQ		CHEM 4711	3.00	
BA CHM SC			SPAN 2002	3.00	LANG
CORE-LANG			SPAN 1001	3.00	
CORE-LANG			SPAN 2002	3.00	

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Chapter 8 Adjustments

Occasionally, you might need to adjust the requirements for a student's program. :You can perform the following kinds of student adjustments.

- You can use course targets to force the use of a course in a specific area or group.
- You can waive a requirement by marking it as satisfied.
- You can waive a requirement by marking it as satisfied and accumulating credits and courses toward required totals.
- You can substitute one course for another.

If you do not specify an area or group, a waiver or substitution will apply to all areas or groups.

This chapter covers the following:

- "Overview" on page 8-1
- "Action Codes" on page 8-4
- "Adjustment Library Procedures" on page 8-5
- "Program Adjustment Procedures" on page 8-6
- "Area Adjustment Procedures" on page 8-15
- "Group Adjustments Procedures" on page 8-31
- "Course Adjustments" on page 8-45

Overview

You use the Student Program Adjustments Form (SMASPRG) to adjust program requirements for a student without changing the requirements for the entire program for all students. When you adjust a student's requirements on SMASPRG, the system copies the program and makes adjustments to the copy.

Audit trail ("tracking") records are automatically written every time you make an adjustment, and you can maintain text along with the system-created tracking records to explain why an adjustment was made.

Program adjustments can include items such as:

- Minimum number of credits and/or courses
- Minimum grade point average required for completion of the program
- Program restrictions

Requirements can be adjusted for a student in the following ways:

- Substitutions allow a requirement for a student to be changed to a different requirement or to be satisfied by a course taken in place of therequired course.
- Waivers allow you to remove a course requirement for a student or to exempt the student from having to satisfy a specific requirement.
- Targets allow you to specify that a completed course should be applied to a certain area or group.

Example:

English Major Requirements	*General Elective Requirements*	*Courses Taken*
ENGL 1005	any 5 courses	ENGL 1501
ENGL 1006		ART 1005
ENGL 1501		MUSIC 1210
		THEA 1100
		WRIT 1010

Let's say that at your institution, ENGL 1005, ENGL 1006 and ENGL 1501 are required courses. Any five General Elective courses are also required. Also, let's say that no reuse is allowed. (See "Reuse" on page 2-2 for more information about reuse in CAPP.)

Astudent has completed five courses, four that are General Electives and one (ENGL 1501) that could be considered either an elective or a requirement.

Substitutions

The student has taken WRIT 1200 Writing in Business. You could then either:

- Change the one of the requirements for this student to WRIT 1200
  - or -
- Substitute WRIT 1200 for ENGL 1501

Waivers

You could either:

- Remove ENGL 1005 from the requirements
  - or -
- Waive ENGL 1005 so that student does not have to take the course

Targets

When you run compliance, the system automatically uses completed courses to satisfy a group of requirements before it uses the courses to satisfy an individual course requirement. In this example, if you want to be sure that ENGL 1501 satisfies an English major requirement rather than a general elective requirement, you would target ENGL 1501 to satisfy the ENGL 1501 requirement in the English major requirement group before the system could use it to satisfy the entire general elective requirement.

Requirements and Restrictions

Many requirements and restrictions can be adjusted at the program, area, group, or detail level. A requirement or restriction placed at a higher level always controls everything below it. You can adjust a *more* restrictive rule at a lower level, but can never be *less* restrictive at a lower level.

An example of this concept is in the use of minimum grade.

Example:

You might require a minimum program GPA of 2.00 (C) and also not want any course that has received a grade lower than a D to satisfy a requirement. However, you want to calculate a major GPA that includes the effect of any failed major courses. It would be appropriate to put the 2.00 minimum group GPA at the program level, but would not be correct to define the minimum course grade of D at the program level. If you do place the minimum D grade restriction at the program level, a failed course will never be considered by the program at all. Instead, you should place the minimum D grade restriction on the areas, groups, or individual detail requirements to which it should apply.

Area and Group Attachment Adjustments

Area attachments can include either attached groups or course/attribute detail attachments, but not both, and they can be adjusted as required for individual students. Attachment adjustments can be very minor. For example, you can eliminate a single course from the list of courses that can satisfy a requirement. Adjustments can also be much more extensive. For example, the standard area might include course/attribute attachments, while the adjusted requirements for a student use attached groups instead.

Changing Adjustments over Time

Adjustments for a student may need to change over time, for example, if the student changes programs or if the program requirements change.

All adjustments include an effective term and assume that an adjustment will remain effective indefinitely, unless you specifically end the adjustment or change the adjusted requirements. In addition, area adjustments, group adjustments, targets, waivers, and substitutions can be made globally for the student (they will apply to all programs, area, and/or groups) or can be limited specific programs, area, and/or groups, as appropriate. Because of this flexibility, it may not be necessary to adjust requirements over time, but the ability to do so is present in every window of every student adjustment form.

Action Codes

Action codes are used to specify the reason an adjustment was made or to further control the handling of the adjusted requirement in compliance processing. Action codes are defined on the Action Code Validation Form (STVACTN), which is described in Chapter 5, "Setup Forms". However, a review of action code may be helpful here.

When you adjust program, area, or group requirements, you are changing the existing requirements for a specific student. Action codes are not required when you create adjustments, but if you do not use them and merely add, delete, and/or change requirements, then compliance results will indicate that the source of the requirement is an adjustment but will not include the type of adjustment.

For example, you might have several non-course requirements for a program and need to exempt a particular student from satisfying them all. You could:

- Copy the standard requirements and delete those that the student is not required to satisfy. Compliance results would reflect that adjusted requirements were used, but there would be no information about the individual requirements that were not applied to the student.
- Build the requirements that apply to the student from scratch, listing only those requirements that apply to the student. Compliance results would reflect that adjusted requirements were used, but there would be no information about the individual requirements that were not applied to the student.
- Copy the standard requirements and place an "eliminate" action code on the requirements that do not apply to the student. The eliminated requirements would not be applied to the student, and the compliance would reflect the fact that they did not apply.
- Copy the standard requirements and place a "waived" action code on the requirements that do not apply to the student. The waived requirements would not be applied to the student, and the compliance would reflect the reason why they did not apply.

The difference between an eliminated and waived action code is not substantial in the preceding example; in either case, the requirement does not apply to the

student. However, because each institution defines the action codes that it will use, the structure of the codes themselves can be given meaning, and a "key" to compliance output can be provided so users can decipher the codes. For example, *EL* could be used for "Requirement Eliminated," but *WPL* could stand for "Waived based on Prior Learning," *WWE* could stand for "Waived based on Work Experience," and *WDD* could stand for "Waived at Dean's Discretion."

Waiver action codes also allow additional processing to take place based on the "count" indicator associated with waived action codes. When a waiver action code is defined to "count," you can indicate the number of credits and courses that the waived requirement should accumulate toward group, area, and program general requirements.

For example, if your institution will waive requirements based on a proficiency test, the results of the test could be entered as credit in either institutional or transfer work, and then there would be no reason to adjust the requirement. However, if the proficiency exam results are not recorded as credits, but the requirement should be both satisfied and considered to accumulate credits toward compliance results, an action code that indicates both "waive" and "count" should be used.

Adjustment Library Procedures

This section covers the following procedures for the adjustment library:

- "Adding Students to the Adjustment Library" on page 8-5
- "Deleting Students from the Adjustment Library" on page 8-6

Adding Students to the Adjustment Library

1. Access the Student Adjustment Library Form (SMASLIB).

   The form opens in query mode.

2. Perform a query for the student to be sure that an adjustment library entry does not already exist.

   You can query using ID, name, or both. If the student has already been added to the library, do not continue this procedure. If the student has not been added, cancel the query and continue with step 3.

3. Access the Add IDs for Student Adjustments window.

4. Enter the student's ID.

5. Save your changes.

Deleting Students from the Adjustment Library

1. Access the Student Adjustment Library Form (SMASLIB).
2. Locate the entry you want to delete, either by scrolling or by performing a query.
3. Remove the record.
4. When the system displays a message asking you to confirm the deletion, select the Remove button.

   If you remove the student record, all existing adjustments for the student and the student ID are deleted from the adjustment library.

Program Adjustment Procedures

You use the Student Program Adjustments Form (SMASPRG) to adjust program requirements for a student. When you access SMASPRG, you can copy all or part of a program's standard requirements, or you can build any portion of the requirements from scratch.

1. Access the Student Program Adjustments Form (SMASPRG).
2. In the **ID** field enter the ID of the student for whom you want to adjust program requirements.

   If you enter a student ID that has not been added to the student adjustment library, the system displays a message with an option that opens the Student Adjustment Library Form (SMASLIB) so that the student can be added.
3. In the **Term** field, enter the effective term for the adjusted program requirements. The term code that you enter becomes the from term (beginning effective term) for the new set of adjusted requirements.
4. In the **Program** field, enter the program code for the adjusted requirements.

You should create program adjustments only for the components of the program that should be different for a particular student. For example, if the only requirements that should be different for a student are the non-course requirements for a program, you should not create adjusted program general requirements.

The rest of this section covers the following procedures for adjusting program requirements:

- "Defaulting Program Requirements" on page 8-7
- "Adjusting Program General Requirements" on page 8-8
- "Adjusting Program Text" on page 8-8
- "Adjusting Program Non-Course Requirements" on page 8-9
- "Adjusting Program Course Levels to Include or Exclude" on page 8-9
- "Adjusting Program Required Attributes" on page 8-10
- "Adjusting Program Restricted Subjects/Attributes" on page 8-10
- "Entering Text for Adjusted Program Restricted Subjects/Attributes" on page 8-11
- "Adjusting Program Restricted Grades" on page 8-11
- "Entering Text for Adjusted Program Restricted Grades" on page 8-12
- "Adjusting Program Area Attachments" on page 8-12
- "Tracking Program Adjustments" on page 8-13
- "Making Program Adjustments over Time" on page 8-14

Defaulting Program Requirements

You can use the Default All Program Information window of the Student Program Adjustments Form (SMASPRG) to default all or some of a program's requirements into the SMASPRG form. You can then change the applicable requirements.

1. Access the Default All Program Information window of the Student Program Adjustments Form (SMASPRG).

   Note: This window is available only if no program-level requirements have been defined for the student's program adjustment record.

2. In the **Default From Program** field, enter the code of the program from which you want to default values.

3. In the **Program Rules Term** field, enter the code of the term associated with the program whose values are to be defaulted.

4. Select the checkbox for each component whose requirements are to be defaulted.

5. Select the Process Default button.

6. Modify the values in the fields for which you are adjusting program requirements.

7. Save your changes.

Adjusting Program General Requirements

1. Access the General Requirements window of the Student Program Adjustments Form (SMASPRG).

   Note: If you copied values from another program or from the original program requirements, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If no adjustments have previously been entered and you want to copy the standard program general requirements, perform the following steps.

   (a) Select Default General Requirements from the Options Menu.

   (b) Complete the Default Program General Requirements window.

   (c) Select the Process Default button.

3. Enter or modify the values in the fields for which you are adjusting program requirements.

4. Save your changes.

Adjusting Program Text

1. Access the Program Text Adjustments window of the Student Program Adjustments Form (SMASPRG).

   Note: If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the standard text from a program, perform the following steps.

   (a) Select Default Program Text from the Options Menu.

   (b) Complete the Default Program Text window.

   (c) Select the Process Default button.

3. Take any or all of the following actions in the **Text** field, as desired.
   - Enter new text.
   - Modify existing text.
   - Delete existing text.

4. In the **Print** field for each line of text, if desired, enter the compliance print type associated with the line of text.

5. Save your changes.

Adjusting Program Non-Course Requirements

1. Access the Program Non-Course Requirements window of the Student Program Adjustments Form (SMASPRG).

   Note: If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the non-course requirements from a program, perform the following steps.

   (a) Select Default Non-Course Attributes from the Options Menu.

   (b) Complete the Default Program Non-Course Requirements window.

   (c) Select the Process Default button.

3. Enter or modify the values in the fields for which you are adjusting program requirements.

4. Save your changes.

Adjusting Program Course Levels to Include or Exclude

1. Access the Program Additional Course Levels Adjustments window of the Student Program Adjustments Form (SMASPRG).

   Note: If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the additional level details from a program, perform the following steps.

   (a) Select Default Additional Level from the Options Menu.

   (b) Complete the Default Additional Course Levels to Include/Exclude window.

   (c) Select the Process Default button.

3. Enter or modify the values in the fields for which you are adjusting program requirements.

4. Save your changes.

Adjusting Program Required Attributes

1. Access the Program Required Attributes Adjustments window of the Student Program Adjustments Form (SMASPRG).

   Note: If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the required attributes from a program, perform the following steps.

   (a) Select Default Attribute from the Options Menu.

   (b) Complete the Default Required Attributes window.

   (c) Select the Process Default button.

3. Enter or modify the values in the fields for which you are adjusting program requirements.

   Note: You can only adjust one type of attribute on each line in the window. When you enter a value in either the **Course Attribute** field or the **Student Attribute** field, the other one becomes unavailable.

4. Save your changes.

Adjusting Program Restricted Subjects/Attributes

1. Access the Program Restricted Subjects/Attributes Adjustments window of the Student Program Adjustments Form (SMASPRG).

   Note: If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the restricted subjects/attributes from a program, perform the following steps.

   (a) Select Default Restricted Subjects/Attribute from the Options Menu.

   (b) Complete the Default Program Restricted Subject/Attributes window.

   (c) Select the Process Default button.

3. Enter or modify the values in the fields for which you are adjusting program requirements.

4. Save your changes.

Entering Text for Adjusted Program Restricted Subjects/Attributes

1. Access the Program Restricted Subjects/Attributes Adjustments window of the Student Program Adjustments Form (SMASPRG).

2. Place the cursor on the line for which you want to enter text.

3. Select the Comments button for the **Text** field.

   The system displays the Program Restricted Subj/Attr Adjustments Comments window.

   Note: If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

4. Take any or all of the following actions in the **Text** field, as desired.
   - Enter new text.
   - Modify existing text.
   - Delete existing text.

5. In the **Print** field for each line of text, if desired, enter the compliance print type associated with the line of text.

6. Save your changes.

Adjusting Program Restricted Grades

1. Access the Program Restricted Grades Adjustments window of the Student Program Adjustments Form (SMASPRG).

   Note: If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the restricted grades from a program, perform the following steps.

   (a) Select Default Restricted Grade from the Options Menu.

   (b) Complete the Default Program Restricted Grade window.

   (c) Select the Process Default button.

3. Enter or modify the values in the fields for which you are adjusting program requirements.

4. Save your changes.

Entering Text for Adjusted Program Restricted Grades

1. Access the Program Restricted Grades Adjustments window of the Student Program Adjustments Form (SMASPRG).

2. Place the cursor on the line for which you want to enter text.

3. Select the Comments button for the **Text** field.

   The system displays the Program Restricted Grades Adjustments Comments window.

   Note: If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

4. Take any or all of the following actions in the **Text** field, as desired.
   - Enter new text.
   - Modify existing text.
   - Delete existing text.

5. In the **Print** field for each line of text, if desired, enter the compliance print type associated with the line of text.

6. Save your changes.

Adjusting Program Area Attachments

You can adjust the area attachments for the student and program. The following conditions would require you to adjust area attachments.

- To eliminate an area's requirements entirely.
- To waive the area's requirements. When you waive an area's requirements, you can still accumulate credits and courses for the area by using an action code that "counts." (See "Action Codes" on page 8-4 for more information.) When you enter an action code that counts, you will be able to enter values for the adjusted credits and course fields. When a waived requirement counts, the requirement is automatically considered satisfied even though no courses are applied against it, and the values in the adjusted credits and courses field accumulate to group, area, and program minimum requirements.
- To add an area's requirements to the program.
- To change the priority order, reuse indicators, and/or course year limit for an area.

1. Access the Program Area Attachments Adjustments window of the Student Program Adjustments Form (SMASPRG).

   Note: If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the area attachments from a program, perform the following steps.

   (a) Select Default Area Attachment from the Options Menu.

   (b) Complete the Default Area Attachment and Priority Control window.

   (c) Select the Process Default button.

3. Enter or modify the values in the fields for which you are adjusting program requirements.

4. Save your changes.

Tracking Program Adjustments

Tracking audit trail records are automatically created when adjustments are made. You cannot add or delete tracking audit trail records in the Student Program Adjustments Form (SMASPRG). You can, however, add, change, or delete the tracking text.

You can access the Program Adjustment Tracking window in the following ways.

- Select the All Tracking button from the main window.
- From any other window, select Text Track from the Options Menu. When the Program Adjustment Tracking window is displayed, only adjustments for the window from which you accessed the tracking window will be displayed. (If you also want to review all other program adjustment tracking items, select All Tracking from the Options Menu; the system will display all program adjustment tracking records associated with the student, term, and area specified in the key block of SMASPRG.)

Tracking audit trail records are automatically created when adjustments are made. You cannot add or delete tracking audit trail records in this window, although you can add, change, or delete text associated with the record in the **Tracking Text** field.

Making Program Adjustments over Time

To change student adjustments over time, select the Maintenance button. The Maintenance button includes options to copy adjustments to a new effective term or end adjustments as of a new effective term. All student adjustments windows function the same. The Program General Requirements Adjustments window will be used as an example.

On the Program General Requirements Adjustments window, the **From Term** field displays the term in which the existing requirements became effective. If it is the same as the key block term, you can change the requirements as needed. If it is different, you cannot update information. To begin a new set of adjustments or to end adjustments, enter the term code in which the new set of adjustments should begin or the existing set should end, navigate to the General Requirements window, and select the Maintenance button. Then, select the desired maintenance option.

The adjustment forms are slightly different from the setup forms in that all windows, including the general requirements adjustments window, include a Maintenance button. On the setup forms, the general requirements windows have a Copy button instead of a Maintenance button. The reason for the difference is that general requirements can never be ended for a program, area, or group (they can be made inactive instead). In student adjustments, it may be necessary to end a set of general requirements adjustments, so the Maintenance button, which allows the ending of a set of adjustments, is provided.

1. Access the Student Program Adjustments Form (SMASPRG).
2. In the **ID** field enter the ID of the student for whom you want to adjust program requirements.
3. In the **Term** field, enter the code of the first term in the new range.
4. In the **Program** field, enter the program code for the adjusted requirements.
5. Go to the next block.
6. Access the window associated with the requirements you want to copy. For example, if you want to copy restricted grades from one term to another, access the Program Restricted Grades Adjustments window.
7. Select the Maintenance button.

   The system displays an Option List from which you can choose to copy existing adjustment information or end the adjustments.

   - If you copy the information, a complete copy of the existing adjustments is made with the key block term as the new from (effective) term. You can then make changes to the copied information to reflect the new adjusted requirements.
   - If you end the information, existing adjustments are ended as of the new effective term.

8. If you have copied adjustments, make the necessary changes to the adjustments.

9. Review the copied requirements and make any changes as desired.

10. Save your changes.

Area Adjustment Procedures

Adjustments for an individual student can be made to any of an area's requirements or restrictions. A requirement placed at a higher level always controls everything below it. You can define a *more* restrictive rule at a lower level, but can never be *less* restrictive at a lower level.

Area adjustments can be made globally (that is, they will be used instead of the area's standard requirements), or they can be applied to a specific program. This flexibility allows you to define area adjustments as broadly or as narrowly as necessary. If you define area adjustments globally, they will be used wherever the area is required, even if the student changes programs. If you apply area adjustments to a specific program, they will not be applied if the student changes programs.

You use the Student Area Adjustments Form (SMASARA) to adjust area requirements for a student.

1. Access the Student Area Adjustments Form (SMASARA).

2. In the **ID** field, enter the ID of the student for whom you want to adjust area requirements.

   If you enter a student ID that has not been added to the student adjustment library, the system displays a message with an option that opens the Student Adjustment Library Form (SMASLIB) so that the student can be added.

3. In the **Term** field, enter the effective term for the adjusted area requirements. The term code that you enter becomes the from term (beginning effective term) for the new set of adjusted requirements.

4. In the **Area** field, enter the area code for the adjusted requirements.

You should create area adjustments only for the components of the area that should be different for a particular student. For example, if the only requirements that should be different for a student are the restricted subjects/attributes for an area, you should not create adjusted area general requirements.

The rest of this section covers the following procedures for adjusting area requirements:

- "Defaulting Area Requirements" on page 8-16
- "Adjusting Area General Requirements" on page 8-17
- "Adjusting Area Text" on page 8-17
- "Adjusting Area Course Levels to Include or Exclude" on page 8-18
- "Adjusting Area Restricted Subjects/Attributes" on page 8-19
- "Entering Text for Adjusted Area Restricted Subjects/Attributes" on page 8-19
- "Adjusting Area Restricted Grades" on page 8-20
- "Entering Text for Adjusted Area Restricted Grades" on page 8-20
- "Limiting Area Adjustments to Specific Programs" on page 8-21
- "Adjusting Area Group Attachments" on page 8-21
- "Defining Rules for Area Group Attachment Adjustments" on page 8-22
- "Adjusting Area Course/Attribute Attachments" on page 8-23
- "Adjusting Area Additional Levels for Attachments" on page 8-24
- "Entering Text for Area Adjusted Attachments" on page 8-25
- "Adjusting Area Course/Attribute Exclusions for Attachments" on page 8-25
- "Defining Rules for Area Course/Attribute Attachments" on page 8-26
- "Adjusting Area Additional Level Information for Attachment Rules" on page 8-27
- "Entering Text for Area Adjusted Attachment Rules" on page 8-28
- "Adjusting Area Course/Attribute Exclusions for Attachment Rules" on page 8-29
- "Tracking Area Adjustments" on page 8-29
- "Making Area Adjustments over Time" on page 8-30

Defaulting Area Requirements

You can use the Default All Detail window of the Student Area Adjustments Form (SMASARA) to default all or some of an area's requirements into the SMASARA form. You can then change the applicable requirements.

1. Access the Default All Detail window of the Student Area Adjustments Form (SMASARA).

   Note: This window is available only if no area-level requirements have been defined for the student's area adjustment record.

2. In the **Default From Area** field, enter the code of the area from which you want to default values.

3. In the **Area Rules Term** field, enter the code of the term associated with the area whose values are to be defaulted.

4. Select the checkbox for each component whose requirements are to be defaulted.

5. Select the Process Default button.

6. Modify the values in the fields for which you are adjusting area requirements.

7. Save your changes.

Adjusting Area General Requirements

1. Access the Area General Requirement Adjustments window of the Student Area Adjustments Form (SMASARA).

   Note: If you copied values from another area or from the original area requirements, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If no adjustments have previously been entered and you want to copy the standard area general requirements, perform the following steps.

   (a) Select Default General Requirements from the Options Menu.

   (b) Complete the Default Area General Requirements window.

   (c) Select the Process Default button.

3. Enter or modify the values in the fields for which you are adjusting area requirements.

4. Save your changes.

Adjusting Area Text

1. Access the Area Text window of the Student Area Adjustments Form (SMASARA).

   Note: If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the standard text from an area, perform the following steps.

   (a) Select Default Area Text from the Options Menu.

   (b) Complete the Default Area Text window.

   (c) Select the Process Default button.

3. Take any or all of the following actions in the **Text** field, as desired.
   - Enter new text.
   - Modify existing text.
   - Delete existing text.

4. In the **Print** field for each line of text, if desired, enter the compliance print type associated with the line of text.

5. Save your changes.

Adjusting Area Course Levels to Include or Exclude

1. Access the Include/Exclude Course Level window of the Student Area Adjustments Form (SMASARA).

   Note: If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the additional level details from an area, perform the following steps.

   (a) Select Default Include/Exclude Course Level from the Options Menu.

   (b) Complete the Default Additional Course Levels to Include/Exclude window.

   (c) Select the Process Default button.

3. Enter or modify the values in the fields for which you are adjusting area requirements.

4. Save your changes.

Adjusting Area Restricted Subjects/Attributes

1. Access the Restricted Subjects/Attributes window of the Student Area Adjustments Form (SMASARA).

   Note: If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the restricted subjects/attributes from an area, perform the following steps.

   (a) Select Default Restricted Subjects/Attribute from the Options Menu.

   (b) Complete the Default Restricted Subjects/Attributes window.

   (c) Select the Process Default button.

3. Enter or modify the values in the fields for which you are adjusting area requirements.

4. Save your changes.

Entering Text for Adjusted Area Restricted Subjects/Attributes

1. Access the Restricted Subjects/Attributes window of the Student Area Adjustments Form (SMASARA).

2. Place the cursor on the line for which you want to enter text.

3. Select the Comments button for the **Text** field.

   The system displays the Restricted Subjects/Attributes Text window.

   Note: If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

4. Take any or all of the following actions in the **Text** field, as desired.
   - Enter new text.
   - Modify existing text.
   - Delete existing text.

5. In the **Print** field for each line of text, if desired, enter the compliance print type associated with the line of text.

6. Save your changes.

Adjusting Area Restricted Grades

1. Access the Area Restricted Grades window of the Student Area Adjustments Form (SMASARA).

   Note: If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the restricted grades from an area, perform the following steps.

   (a) Select Default Restricted Grades from the Options Menu.

   (b) Complete the Default Restricted Grades window.

   (c) Select the Process Default button.

3. Enter or modify the values in the fields for which you are adjusting area requirements.

4. Save your changes.

Entering Text for Adjusted Area Restricted Grades

1. Access the Area Restricted Grades window of the Student Area Adjustments Form (SMASARA).

2. Place the cursor on the line for which you want to enter text.

3. Select the Comments button for the **Text** field.

   The system displays the Restricted Grades Text window.

   Note: If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

4. Take any or all of the following actions in the **Text** field, as desired.
   - Enter new text.
   - Modify existing text.
   - Delete existing text.

5. In the **Print** field for each line of text, if desired, enter the compliance print type associated with the line of text.

6. Save your changes.

Limiting Area Adjustments to Specific Programs

Adjusted area requirements can be applied globally or limited to to one or more specific programs. Use the Valid Programs window of the Student Area Adjustments Form (SMASARA) to specify the program(s) for which the area adjustments are valid if they should be limited. If no entries are made in the Valid Programs window for adjusted area requirements, the adjustments entered on SMASARA are applied to all of a student's programs (if there are multiple ones) and are used instead of the standard area requirements in compliance evaluations for the student.

1. Access the Valid Programs window of the Student Area Adjustments Form (SMASARA).

2. In the **Program** field, enter each program to which you want the area adjustments to be applied.

3. Save your changes.

Adjusting Area Group Attachments

Use the Student Area Adjustments Form (SMASARA) to adjust group attachments for an area. When you select the Group Attachment button in the main window of SMASARA, the system opens the Group Attachment Form (SMQSAGR).

Note: SMQSAGR can be accessed only from the navigation block of SMASARA. It cannot be accessed from the Options Menu or using Direct Access.

1. Access the main window of the Group Attachment Form (SMQSAGR) as follows:

   (a) Access Student Area Adjustments Form (SMASARA).

   (b) Enter the student details in the key block.

   (c) Go to the next block.

   (d) Select the Group Attachment button.

   Note: If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the group attachments from an area, perform the following steps.

   (a) Select Default Group and Management Attachment from the Options Menu.

   (b) Complete the Default Group Attachments window.

   (c) Select the Process Default button.

3. Enter or modify the values in the fields for which you are adjusting area requirements.

   Note: At minimum, each line must include either a rule or a group (but not both). If you specify a rule, define the rule as explained in "Defining Rules for Area Group Attachment Adjustments" on page 8-22.

4. Save your changes.

   Depending on the actions you have taken, a message informing you that general requirements have been updated might be displayed. This is because the area general requirements include a flag that indicates whether groups or course/attribute detail attachments are attached to the area. Since additions or deletions of group attachments might require that this flag be reset, the message appears to indicate that updates have been made to a record that you are not viewing.

Defining Rules for Area Group Attachment Adjustments

Use the Student Area Adjustments Form (SMASARA) to define or adjust rules for area group attachments. When you select the Group Attachment button in the main window of SMASARA, the system opens the Group Attachment Form (SMQSAGR).

Note: SMQSAGR can be accessed only from the navigation block of SMASARA. It cannot be accessed from the Options Menu or using Direct Access.

Rules can be defined alone, or can be used with sets and subsets. No other data elements (except set and subset, if required) are allowed on a line with a rule. See "Rules" on page 2-13 for more information about rules.

This procedure assumes that you have already assigned a rule to an area group attachment adjustment, as explained in "Adjusting Area Group Attachments" on page 8-21.

1. Access the Group Attachment Rules window of the Group Attachment Form (SMQSAGR) as follows:

   (a) Access Student Area Adjustments Form (SMASARA).

   (b) Enter the student details in the key block.

   (c) Go to the next block.

   (d) Select the Group Attachment button.

   (e) Place the cursor on the row for the rule you want to define, then select the Search button for the **Rule** field.

Note: If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Select the Search button for the **Rule** field to access the Group Attachment Rules window. The rule code is displayed in the **Rule** field.

3. Enter or modify the description for the rule and the required number of conditions.

   Note: The fields in the upper part of the window are called the rule "umbrella."

4. Go to the next block.

5. Enter or modify the values in the fields for which you are adjusting area requirements.

6. Save your changes.

Adjusting Area Course/Attribute Attachments

Use the Student Area Adjustments Form (SMASARA) to adjust course/attribute attachments for an area. When you select the Course Attachment button in the main window of SMASARA, the system opens the Area Course/Attribute Attachment Form (SMQSACR).

Note: SMQSACR can be accessed only from the navigation block of SMASARA. It cannot be accessed from the Options Menu or using Direct Access.

1. Access the main window of the Area Course/Attribute Attachment Form (SMQSACR) as follows:

   (a) Access Student Area Adjustments Form (SMASARA).

   (b) Enter the student details in the key block.

   (c) Go to the next block.

   (d) Select the Course Attachment button.

   Note: If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the course/attribute attachments from an area, perform the following steps.

   (a) Select Default Course/Attribute Attachment Management from the Options Menu.

   (b) Complete the Default Detail Attachments window.

   (c) Select the Process Default button.

3. Enter or modify the values in the fields for which you are adjusting area requirements.

4. Save your changes.

Adjusting Area Additional Levels for Attachments

Use the Student Area Adjustments Form (SMASARA) to adjust course-level inclusions/exclusions that apply to a specific requirement. When you select the Course Attachment button in the main window of SMASARA, the system opens the Area Course/Attribute Attachment Form (SMQSACR).

Note: SMQSACR can be accessed only from the navigation block of SMASARA. It cannot be accessed from the Options Menu or using Direct Access.

1. Access the Include/Exclude Course Level window of the Area Course/ Attribute Attachment Form (SMQSACR) as follows:

   (a) Access Student Area Adjustments Form (SMASARA).

   (b) Enter the student details in the key block.

   (c) Go to the next block.

   (d) Select the Course Attachment button.

   (e) Place the cursor on the row for which you want to enter course-level inclusions/exclusions, then select Level from the Options Menu.

   Note: If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the values in the fields for which you are adjusting area requirements.

3. Save your changes.

Entering Text for Area Adjusted Attachments

Use the Student Area Adjustments Form (SMASARA) to enter text for an attachment adjustment. When you select the Course Attachment button in the main window of SMASARA, the system opens the Area Course/Attribute Attachment Form (SMQSACR).

Note: SMQSACR can be accessed only from the navigation block of SMASARA. It cannot be accessed from the Options Menu or using Direct Access.

1. Access the Course/Attribute Text window of the Area Course/Attribute Attachment Form (SMQSACR) as follows:

   (a) Access Student Area Adjustments Form (SMASARA).

   (b) Enter the student details in the key block.

   (c) Go to the next block.

   (d) Select the Course Attachment button.

   (e) Place the cursor on the row for which you want to enter text, then select Text from the Options Menu.

   Note: If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the values in the fields for which you are adjusting area requirements.

3. Save your changes.

Adjusting Area Course/Attribute Exclusions for Attachments

There may be cases where you need to exclude specific courses or attributes from satisfying a detail requirement. For example, there may be a range of courses that will satisfy a requirement, but one or two courses in the range are not allowed. Course/attribute exclusions allow you to use the range for the requirement while excluding the courses that should not apply.

Use the Student Area Adjustments Form (SMASARA) to enter course/attribute exclusions for an attachment adjustment. When you select the Course Attachment button in the main window of SMASARA, the system opens the Area Course/Attribute Attachment Form (SMQSACR).

Note: SMQSACR can be accessed only from the navigation block of SMASARA. It cannot be accessed from the Options Menu or using Direct Access.

1. Access the Course/Attribute Exclusions window of the Area Course/Attribute Attachment Form (SMQSACR) as follows:

   (a) Access Student Area Adjustments Form (SMASARA).

   (b) Enter the student details in the key block.

   (c) Go to the next block.

   (d) Select the Course Attachment button.

   (e) Place the cursor on the row for which you want to enter exclusions, then select Exclusions from the Options Menu.

   Note: If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the values in the fields for which you are adjusting area requirements.

3. Save your changes.

Defining Rules for Area Course/Attribute Attachments

Use the Student Area Adjustments Form (SMASARA) to define or adjust rules for area group attachments. When you select the Course Attachment button in the main window of SMASARA, the system opens the Area Course/Attribute Attachment Form (SMQSACR).

Note: SMQSACR can be accessed only from the navigation block of SMASARA. It cannot be accessed from the Options Menu or using Direct Access.

Rules can be defined alone, or can be used with sets and subsets. No other data elements (except set and subset, if required) are allowed on a line with a rule. See “Rules” on page 2-13 for more information about rules.

This procedure assumes that you have already assigned a rule to an area course/attribute attachment adjustment, as explained in “Adjusting Area Course/Attribute Attachments” on page 8-23.

1. Access the Course/Attribute Attachment Rules window of the Area Course/Attribute Attachment Form (SMQSACR) as follows:

   (a) Access Student Area Adjustments Form (SMASARA).

   (b) Enter the student details in the key block.

   (c) Go to the next block.

(d) Select the Course Attachment button.

(e) Place the cursor on the row for the rule you want to define, then select the Search button for the **Rule** field.

Note: If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the description for the rule.

Note: The fields in the upper part of the window are called the rule "umbrella." The fields in the rule umbrella are optional. However, if you do not enter information in the umbrella, the detail requirements will be processed as they are regular course/attribute attachment.

3. Go to the next block.

4. Enter or modify the values in the fields for which you are adjusting area requirements.

5. Save your changes.

Adjusting Area Additional Level Information for Attachment Rules

Use the Student Area Adjustments Form (SMASARA) to adjust level inclusions/exclusions that apply to a specific requirement. When you select the Course Attachment button in the main window of SMASARA, the system opens the Area Course/Attribute Attachment Form (SMQSACR).

Note: SMQSACR can be accessed only from the navigation block of SMASARA. It cannot be accessed from the Options Menu or using Direct Access.

1. Access the Include/Exclude Course Level window of the Group Attachment Form (SMQSACR) as follows:

(a) Access Student Area Adjustments Form (SMASARA).

(b) Enter the student details in the key block.

(c) Go to the next block.

(d) Select the Course Attachment button.

(e) Place the cursor on the row for the attachment rule for which you want to enter level inclusions/exclusions, then select the Search button for the **Rule** field.

(f) Go to the next block.

(g) Place your cursor on the row for the rule for which you want to enter level inclusions/exclusions, then select Level from the Options Menu.

Note: If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the values in the fields for which you are adjusting area requirements.

3. Save your changes.

Entering Text for Area Adjusted Attachment Rules

Use the Student Area Adjustments Form (SMASARA) to adjust text for an attachment rule. When you select the Course Attachment button in the main window of SMASARA, the system opens the Area Course/Attribute Attachment Form (SMQSACR).

Note: SMQSACR can be accessed only from the navigation block of SMASARA. It cannot be accessed from the Options Menu or using Direct Access.

1. Access the Rule Course/Attribute Text window of the Group Attachment Form (SMQSACR) as follows:

(a) Access Student Area Adjustments Form (SMASARA).

(b) Enter the student details in the key block.

(c) Go to the next block.

(d) Select the Course Attachment button.

(e) Place the cursor on the row for the attachment rule for which you want to enter text, then select the Search button for the **Rule** field.

(f) Go to the next block.

(g) Place your cursor on the row for the rule for which you want to enter text, then select Text from the Options Menu.

Note: If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the values in the fields for which you are adjusting area requirements.

3. Save your changes.

Adjusting Area Course/Attribute Exclusions for Attachment Rules

There might be cases where you need to exclude specific courses or attributes from satisfying a detail requirement. For example, there may be a range of courses that will satisfy a requirement, but one or two courses in the range are not allowed. Course/attribute exclusions will allow to use the range for the requirement, but to exclude the courses that should not apply.

Use the Student Area Adjustments Form (SMASARA) to adjust course/attribute exclusions for an attachment rule. When you select the Course Attachment button in the main window of SMASARA, the system opens the Area Course/Attribute Attachment Form (SMQSACR).

Note: SMQSACR can be accessed only from the navigation block of SMASARA. It cannot be accessed from the Options Menu or using Direct Access.

1. Access the Rule Course/Attribute Exclusions window of the Group Attachment Form (SMQSACR) as follows:

   (a) Access Student Area Adjustments Form (SMASARA).

   (b) Enter the student details in the key block.

   (c) Go to the next block.

   (d) Select the Course Attachment button.

   (e) Place the cursor on the row for the attachment rule for which you want to adjust course/attribute exclusions, then select the Search button for the **Rule** field.

   (f) Go to the next block.

   (g) Place your cursor on the row for the rule for which you want to enter text, then select Exclusions from the Options Menu.

   Note: If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the values in the fields for which you are adjusting area requirements.

3. Save your changes.

Tracking Area Adjustments

The Area Adjustment Tracking window of the Student Area Adjustments Form (SMASARA) displays an audit trail of all adjustment actions. One audit trail record is written automatically per table, effective term, user, and date. You can also enter comments associated with each audit trail entry.

You can access the Area Adjustment Tracking window in the following ways.

- Select the All Tracking button from the main window.
- From any other window, select Text Track from the Options Menu. When the Area Adjustment Tracking window is displayed, only adjustments for the window from which you accessed the tracking window will be displayed. (If you also want to review all other area adjustment tracking items, select All Tracking from the Options Menu; the system will display all area adjustment tracking records associated with the student, term, and area specified in the key block of SMASARA.)

Tracking audit trail records are automatically created when adjustments are made. You cannot add or delete tracking audit trail records in this window, although you can add, change, or delete text associated with the record in the **Tracking Text** field.

Making Area Adjustments over Time

To change student adjustments over time, select the Maintenance button. The Maintenance button includes options to copy adjustments to a new effective term or end adjustments as of a new effective term. All student adjustments windows function the same. The Area General Requirements Adjustments window will be used as an example.

On the Area General Requirements Adjustments window, the **From Term** field display s the term in which the existing requirements became effective. If it is the same as the key block term, you can change the requirements as needed. If it is different, you cannot update information. To begin a new set of adjustments or to end adjustments, enter the term code in which the new set of adjustments should begin or the existing set should end, navigate to the General Requirements window, and select the Maintenance button. Then, select the desired maintenance option.

The adjustment forms are slightly different from the setup forms in that all windows, including the general requirements adjustments window, include a Maintenance button. On the setup forms, the general requirements windows have a Copy button instead of a Maintenance button. The reason for the difference is that general requirements can never be ended for a program, area, or group (they can be made inactive instead). In student adjustments, it may be necessary to end a set of general requirements adjustments, so the Maintenance button, which allows the ending of a set of adjustments, is provided.

1. Access the Student Area Adjustments Form (SMASARA).

2. In the **ID** field enter the ID of the student for whom you want to adjust area requirements.

3. In the **Term** field, enter the code of the first term in the new range.

4. In the **Area** field, enter the area code for the adjusted requirements.

5. Go to the next block.

6. Access the window associated with the requirements you want to copy. For example, if you want to copy restricted grades from one term to another, access the Area Restricted Grades Adjustments window.

7. Select the Maintenance button.

   The system displays an Option List from which you can choose to copy existing adjustment information or end the adjustments.

   - If you copy the information, a complete copy of the existing adjustments is made with the key block term as the new from (effective) term. You can then make changes to the copied information to reflect the new adjusted requirements.
   - If you end the information, existing adjustments are ended as of the new effective term.

8. If you have copied adjustments, make the necessary changes to the adjustments.

9. Review the copied requirements and make any changes as desired.

10. Save your changes.

Group Adjustments Procedures

Use the Student Group Adjustments Form (SMASGRP) to adjust requirements at the group level. You can copy all or part of a group's standard requirements, or you can build any portion of the requirements from scratch.

1. Access the Group Adjustments Form (SMASGRP).

2. In the **ID** field enter the ID of the student for whom you want to adjust group requirements.

   If you enter a student ID that has not been added to the student adjustment library, the system displays a message with an option that opens the Student Adjustment Library Form (SMASLIB) so that the student can be added.

3. In the **Term** field, enter the effective term for the adjusted group requirements. The term code that you enter becomes the from term (beginning effective term) for the new set of adjusted requirements.

4. In the **Group** field, enter the group code for the adjusted requirements.

You should create group adjustments only for the components of the area that should be different for a particular student. For example, if the only requirements

that should be different for a student are the restricted grades for a group, you should not create adjusted group general requirements.

The rest of this section covers the following procedures for adjusting group requirements:

- "Defaulting Group Requirements" on page 8-32
- "Adjusting Group General Requirements" on page 8-33
- "Adjusting Group Text" on page 8-33
- "Adjusting Group Course Levels to Include or Exclude" on page 8-34
- "Adjusting Group Restricted Subjects/Attributes" on page 8-35
- "Entering Text for Adjusted Group Restricted Subjects/Attributes" on page 8-35
- "Adjusting Group Restricted Grades" on page 8-36
- "Entering Text for Adjusted Group Restricted Grades" on page 8-36
- "Limiting Group Adjustments to Specific Areas" on page 8-37
- "Adjusting Group Course/Attribute Attachments" on page 8-37
- "Adjusting Group Additional Levels for Attachments" on page 8-38
- "Entering Text for Group Adjusted Attachments" on page 8-38
- "Adjusting Group Course/Attribute Exclusions for Attachments" on page 8-39
- "Defining Rules for Group Course/Attribute Attachments" on page 8-40
- "Adjusting Group Additional Course Levels for Rule Detail Attachments" on page 8-41
- "Entering Text for Adjusted Group Rule Detail Attachments" on page 8-42
- "Adjusting Group Course/Attribute Exclusions for Rule Deltail Attachments" on page 8-42
- "Tracking Group Adjustments" on page 8-43
- "Making Group Adjustments over Time" on page 8-44

Defaulting Group Requirements

You can use the Default All Detail window of the Student Group Adjustments Form (SMASGRP) to default all or some of a group's requirements into the SMASGRP form. You can then change the applicable requirements.

1. Access the Default All Detail window of the Student Group Adjustments Form (SMASGRP).

   Note: This window is available only if no group-level requirements have been defined for the student's group adjustment record.

2. In the **Default From Group** field, enter the code of the group from which you want to default values.

3. In the **Group Rules Term** field, enter the code of the term associated with the group whose values are to be defaulted.

4. Select the checkbox for each component whose requirements are to be defaulted.

5. Select the Process Default button.

6. Modify the values in the fields for which you are adjusting group requirements.

7. Save your changes.

Adjusting Group General Requirements

1. Access the Group General Requirement Adjustments window of the Student Group Adjustments Form (SMASGRP).

   Note: If you copied values from another group or from the original group requirements, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If no adjustments have previously been entered and you want to copy the standard group general requirements, perform the following steps.

   (a) Select Default General Requirements from the Options Menu.

   (b) Complete the Default Group General Requirements window.

   (c) Select the Process Default button.

3. Enter or modify the values in the fields for which you are adjusting group requirements.

4. Save your changes.

Adjusting Group Text

1. Access the Group Text Adjustments window of the Student Group Adjustments Form (SMASGRP).

   Note: If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the standard text from a group, perform the following steps.

   (a) Select Default Group Text from the Options Menu.

   (b) Complete the Default Group Text window.

   (c) Select the Process Default button.

3. Take any or all of the following actions in the **Text** field, as desired.
   - Enter new text.
   - Modify existing text.
   - Delete existing text.

4. In the **Print** field for each line of text, if desired, enter the compliance print type associated with the line of text.

5. Save your changes.

Adjusting Group Course Levels to Include or Exclude

1. Access the Group Additional Course Level Adjustments window of the Student Area Adjustments Form (SMASARA).

   Note: If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the additional level details from a group, perform the following steps.

   (a) Select Default Additional Course Levels from the Options Menu.

   (b) Complete the Default Additional Course Levels to Include/Exclude window.

   (c) Select the Process Default button.

3. Enter or modify the values in the fields for which you are adjusting group requirements.

4. Save your changes.

Adjusting Group Restricted Subjects/Attributes

1. Access the Group Restricted Subject/Attribute Adjustments window of the Student Group Adjustments Form (SMASGRP).

   Note: If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the restricted subjects/attributes from a group, perform the following steps.

   (a) Select Default Group Restricted Subject/Attributes from the Options Menu.

   (b) Complete the Default Restricted Subjects/Attributes window.

   (c) Select the Process Default button.

3. Enter or modify the values in the fields for which you are adjusting group requirements.

4. Save your changes.

Entering Text for Adjusted Group Restricted Subjects/Attributes

1. Access the Group Restricted Subject/Attribute Adjustments window of the Student Group Adjustments Form (SMASGRP).

2. Place the cursor on the line for which you want to enter text.

3. Select the Comments button for the **Text** field.

   The system displays the Restricted Subject/Attribute Comments window.

   Note: If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

4. Take any or all of the following actions in the **Text** field, as desired.
   - Enter new text.
   - Modify existing text.
   - Delete existing text.

5. In the **Print** field for each line of text, if desired, enter the compliance print type associated with the line of text.

6. Save your changes.

Adjusting Group Restricted Grades

1. Access the Group Restricted Grades Adjustments window of the Student Group Adjustments Form (SMASGRP).

   Note: If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the restricted grades from an area, perform the following steps.

   (a) Select Default Group Restricted Grades from the Options Menu.

   (b) Complete the Default Restricted Grades window.

   (c) Select the Process Default button.

3. Enter or modify the values in the fields for which you are adjusting group requirements.

4. Save your changes.

Entering Text for Adjusted Group Restricted Grades

1. Access the Restricted Grade Comments window of the Student Group Adjustments Form (SMASGRP).

2. Place the cursor on the line for which you want to enter text.

3. Select the Comments button for the **Text** field.

   The system displays the Restricted Grade Comments window.

   Note: If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

4. Take any or all of the following actions in the **Text** field, as desired.
   - Enter new text.
   - Modify existing text.
   - Delete existing text.

5. In the **Print** field for each line of text, if desired, enter the compliance print type associated with the line of text.

6. Save your changes.

Limiting Group Adjustments to Specific Areas

Adjusted group requirements can be applied globally or limited to one or more specific areas. Use the Valid Areas window of the Student Group Adjustments Form (SMASGRP) to specify the area(s) for which the group adjustments are valid if they should be limited. If no entries are made in the Valid Areas window for adjusted group requirements, the adjustments entered on SMASGRP are applied to all of a student's areas (if there are multiple ones) and are used instead of the standard group requirements in compliance evaluations for the student.

1. Access the Valid Areas window of the Student Group Adjustments Form (SMASGRP).

2. In the **Area** field, enter each area to which you want the group adjustments to be applied.

3. Save your changes.

Adjusting Group Course/Attribute Attachments

Use the Student Group Adjustments Form (SMASGRP) to adjust course/attribute attachments for a group. When you select the Course Attachments button in the main window of SMASGRP, the system opens the Group Course/Attributes Attachment Form (SMQSGCR).

Note: SMQSGCR can be accessed only from the navigation block of SMASGRP. It cannot be accessed from the Options Menu or using Direct Access.

1. Access the main window of the Group Course/Attributes Attachment Form (SMQSGCR) as follows:

   (a) Access Student Group Adjustments Form (SMASGRP).

   (b) Enter the student details in the key block.

   (c) Go to the next block.

   (d) Select the Course Attachments button.

   Note: If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. If you want to copy the course/attribute attachments from a group, perform the following steps.

   (a) Select Default Window from the Options Menu.

   (b) Complete the Default Detail Attachments window.

   (c) Select the Process Default button.

3. Enter or modify the values in the fields for which you are adjusting group requirements.

4. Save your changes.

Adjusting Group Additional Levels for Attachments

Use the Student Group Adjustments Form (SMASGRP) to adjust course-level inclusions/exclusions that apply to a specific requirement. When you select the Course Attachments button in the main window of SMASGRP, the system opens the Group Course/Attributes Attachment Form (SMQSGCR).

Note: SMQSGCR can be accessed only from the navigation block of SMASGRP. It cannot be accessed from the Options Menu or using Direct Access.

1. Access the Additional Course/Attribute Levels to Include/Exclude window of the Group Course/Attributes Attachment Form (SMQSGCR) as follows:

   (a) Access Student Group Adjustments Form (SMASGRP).

   (b) Enter the student details in the key block.

   (c) Go to the next block.

   (d) Select the Course Attachments button.

   (e) Place the cursor on the row for which you want to enter course-level inclusions/exclusions, then select Levels from the Options Menu.

   Note: If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the values in the fields for which you are adjusting group requirements.

3. Save your changes.

Entering Text for Group Adjusted Attachments

Use the Student Group Adjustments Form (SMASGRP) to enter text for an attachment adjustment. When you select the Course Attachments button in the main window of SMASGRP, the system opens the Group Course/Attributes Attachment Form (SMQSGCR).

Note: SMQSGCR can be accessed only from the navigation block of SMASGRP. It cannot be accessed from the Options Menu or using Direct Access.

1. Access the Course/Attribute Text window of the Group Attachment Form (SMQSAGR) as follows:

   (a) Access Student Group Adjustments Form (SMASGRP).

   (b) Enter the student details in the key block.

   (c) Go to the next block.

   (d) Select the Course Attachments button.

   (e) Place the cursor on the row for which you want to enter level inclusions/exclusions, then select Text from the Options Menu.

   Note: If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the values in the fields for which you are adjusting group requirements.

3. Save your changes.

Adjusting Group Course/Attribute Exclusions for Attachments

There may be cases where you need to exclude specific courses or attributes from satisfying a detail requirement. For example, there may be a range of courses that will satisfy a requirement, but one or two courses in the range are not allowed. Course/attribute exclusions allow you to use the range for the requirement while excluding the courses that should not apply.

Use the Student Group Adjustments Form (SMASGRP) to enter course/attribute exclusions for an attachment adjustment. When you select the Course Attachments button in the main window of SMASGRP, the system opens the Group Course/Attributes Attachment Form (SMQSGCR).

Note: SMQSGCR can be accessed only from the navigation block of SMASGRP. It cannot be accessed from the Options Menu or using Direct Access.

1. Access the Course/Attribute Exclusions window of the Group Attachment Form (SMQSAGR) as follows:

   (a) Access Student Group Adjustments Form (SMASGRP).

   (b) Enter the student details in the key block.

   (c) Go to the next block.

(d) Select the Course Attachments button.

(e) Place the cursor on the row for which you want to enter level inclusions/exclusions, then select Exclusions from the Options Menu.

Note: If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the values in the fields for which you are adjusting group requirements.

3. Save your changes.

Defining Rules for Group Course/Attribute Attachments

Use the Student Group Adjustments Form (SMASGRP) to define or adjust rules for area group attachments. When you select the Course Attachment button in the main window of SMASGRP, the system opens the Group Course/Attributes Attachment Form (SMQSGCR).

Note: SMQSGCR can be accessed only from the navigation block of SMASGRP. It cannot be accessed from the Options Menu or using Direct Access.

Rules can be defined alone, or can be used with sets and subsets. No other data elements (except set and subset, if required) are allowed on a line with a rule. See "Rules" on page 2-13 for more information about rules.

This procedure assumes that you have already assigned a rule to an area course/attribute attachment adjustment, as explained in "Adjusting Group Course/Attribute Attachments" on page 8-37.

1. Access the Group Course/Attribute Attachment Rules window of the Group Course/Attributes Attachment Form (SMQSGCR) as follows:

   (a) Access Student Group Adjustments Form (SMASGRP).

   (b) Enter the student details in the key block.

   (c) Go to the next block.

   (d) Select the Course Attachments button.

   (e) Place the cursor on the row for the rule you want to define, then select the Search button for the **Rule** field.

Note: If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the description for the rule and the required number of conditions.

   Note: The fields in the upper part of the window are called the rule "umbrella." The fields in the rule umbrella are optional. However, if you do not enter information in the umbrella, the detail requirements will be processed as they are regular course/attribute attachment.

3. Go to the next block.

4. Enter or modify the values in the fields for which you are adjusting area requirements.

5. Save your changes.

Adjusting Group Additional Course Levels for Rule Detail Attachments

Use the Student Group Adjustments Form (SMASGRP) to adjust level inclusions/exclusions that apply to a specific requirement. When you select the Course Attachments button in the main window of SMASGRP, the system opens the Group Course/Attributes Attachment Form (SMQSGCR).

Note: SMQSGCR can be accessed only from the navigation block of SMASGRP. It cannot be accessed from the Options Menu or using Direct Access.

1. Access the Additional Course Rule Levels to Include/Exclude window of the Group Course/Attributes Attachment Form (SMQSGCR) as follows:

   (a) Access Student Group Adjustments Form (SMASGRP).

   (b) Enter the student details in the key block.

   (c) Go to the next block.

   (d) Select the Course Attachments button.

   (e) Place the cursor on the row for the attachment rule for which you want to enter level inclusions/exclusions, then select the Search button for the **Rule** field.

   (f) Go to the next block.

   (g) Place your cursor on the row for the rule detail attachment for which you want to enter level inclusions/exclusions, then select Levels from the Options Menu.

   Note: If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the values in the fields for which you are adjusting group requirements.

3. Save your changes.

Entering Text for Adjusted Group Rule Detail Attachments

Use the Student Group Adjustments Form (SMASGRP) to adjust text for an attachment rule. When you select the Course Attachments button in the main window of SMASGRP, the system opens the Group Course/Attributes Attachment Form (SMQSGCR).

Note: SMQSGCR can be accessed only from the navigation block of SMASGRP. It cannot be accessed from the Options Menu or using Direct Access.

1. Access the Group Rule Comments window of the Group Course/Attributes Attachment Form (SMQSGCR) as follows:

   (a) Access Student Group Adjustments Form (SMASGRP).

   (b) Enter the student details in the key block.

   (c) Go to the next block.

   (d) Select the Course Attachments button.

   (e) Place the cursor on the row for the attachment rule for which you want to enter text, then select the Search button for the **Rule** field.

   (f) Go to the next block.

   (g) Place your cursor on the row for the rule detail attachment for which you want to enter text, then select Text from the Options Menu.

   Note: If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the values in the fields for which you are adjusting group requirements.

3. Save your changes.

Adjusting Group Course/Attribute Exclusions for Rule Deltail Attachments

There might be cases where you need to exclude specific courses or attributes from satisfying a detail requirement. For example, there may be a range of courses that will satisfy a requirement, but one or two courses in the range are not allowed.

Course/attribute exclusions will allow you to use the range for the requirement, but to exclude the courses that should not apply.

Use the Student Group Adjustments Form (SMASGRP) to adjust course/attribute exclusions for a rule detail attachment. When you select the Course Attachments button in the main window of SMASGRP, the system opens the Group Course/Attributes Attachment Form (SMQSGCR).

Note: SMQSGCR can be accessed only from the navigation block of SMASGRP. It cannot be accessed from the Options Menu or using Direct Access.

1. Access the Group Rule Exclusion window of the Group Course/Attributes Attachment Form (SMQSGCR) as follows:

   (a) Access Student Group Adjustments Form (SMASGRP).

   (b) Enter the student details in the key block.

   (c) Go to the next block.

   (d) Select the Course Attachments button.

   (e) Place the cursor on the row for the attachment rule for which you want to adjust course/attribute exclusions, then select the Search button for the **Rule** field.

   (f) Go to the next block.

   (g) Place your cursor on the row for the rule detail attachment for which you want to adjust course/attribute exclusions, then select Exclusions from the Options Menu.

   Note: If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

2. Enter or modify the values in the fields for which you are adjusting group requirements.

3. Save your changes.

Tracking Group Adjustments

The Group Adjustment Tracking window of the Student Group Adjustments Form (SMASGRP) displays an audit trail of all adjustment actions. One audit trail record is written automatically per table, effective term, user, and date. You can also enter comments associated with each audit trail entry.

You can access the Group Adjustment Tracking window in the following ways.

- Select the All Tracking button from the main window.
- From any other window, select Text Tracking from the Options Menu. When the Group Adjustment Tracking window is displayed, only adjustments for the window from which you accessed the tracking window will be displayed. (If you also want to review all other area adjustment tracking items, select All Tracking from the Options Menu; the system will display all group adjustment tracking records associated with the student, term, and group specified in the key block of SMASGRP.)

Tracking audit trail records are automatically created when adjustments are made. You cannot add or delete tracking audit trail records in this window, although you can add, change, or delete text associated with the record in the **Tracking Text** field.

Making Group Adjustments over Time

To change student adjustments over time, select the Maintenance button. The Maintenance button includes options to copy adjustments to a new effective term or end adjustments as of a new effective term. All student adjustments windows function the same. The Group General Requirements Adjustments window will be used as an example.

On the Group General Requirements Adjustments window, the **From Term** field displays the term in which the existing requirements became effective. If it is the same as the key block term, you can change the requirements as needed. If it is different, you cannot update information. To begin a new set of adjustments or to end adjustments, enter the term code in which the new set of adjustments should begin or the existing set should end, navigate to the General Requirements window, and select the Maintenance button. Then, select the desired maintenance option.

The adjustment forms are slightly different from the setup forms in that all windows, including the general requirements adjustments window, include a Maintenance button. On the setup forms, the general requirements windows have a Copy button instead of a Maintenance button. The reason for the difference is that general requirements can never be ended for a program, area, or group (they can be made inactive instead). In student adjustments, it may be necessary to end a set of general requirements adjustments, so the Maintenance button, which allows the ending of a set of adjustments, is provided.

1. Access the Student Group Adjustments Form (SMASGRP).

2. In the **ID** field enter the ID of the student for whom you want to adjust group requirements.

3. In the **Term** field, enter the code of the first term in the new range.

4. In the **Group** field, enter the group code for the adjusted requirements.

5. Go to the next block.

6. Access the window associated with the requirements you want to copy. For example, if you want to copy restricted grades from one term to another, access the Group Restricted Grade Adjustments window.

7. Select the Maintenance button.

   The system displays an Option List from which you can choose to copy existing adjustment information or end the adjustments.

   - If you copy the information, a complete copy of the existing adjustments is made with the key block term as the new from (effective) term. You can then make changes to the copied information to reflect the new adjusted requirements.
   - If you end the information, existing adjustments are ended as of the new effective term.

8. If you have copied adjustments, make the necessary changes to the adjustments.

9. Review the copied requirements and make any changes as desired.

10. Save your changes.

Course Adjustments

In some cases, the type of adjustment to be performed can be accomplished only by changing the requirements. For example, when you have a student who should meet older requirements from those defined when you first built your CAPP program, area, and group requirements, changing the requirements might be the best way to define the compliance rules and restrictions that apply to the student.

Use the Student Targets, Waivers, and Substitutions Form (SMASADJ) to specify that particular courses should satisfy specific requirements or to waive individual course/attribute detail requirements entirely.

SMASADJ allows the following types of adjustment capabilities:

- Targets
- Waivers
- Substitutions

Targets

Targets allow you to specify that a completed course should be used to satisfy a different requirement from the one compliance would otherwise use it toward. Target adjustments are useful when a course can satisfy several requirements, and you want to have the course always used toward a specific requirement.

Example 1

The arts component of the core curriculum can be satisfied by a dance course. A student has taken Dance 1500 and Dance 4200. Compliance uses Dance 4200 to satisfy the requirement. However, the student is also required to complete 20 upper-level courses (courses numbered above 3000), and Dance 4200 could also be used against this requirement, but your institution does not allow course or attribute reuse. If you "target" Dance 1500 to the arts requirement, compliance will use it instead of Dance 4200, and Dance 4200 will then be available to use against the upper division requirement.

Example 2

Your institution does not allow reuse, and a student has completed the following courses.

English Major Requirements	*General Elective Requirements*	*Courses Taken*
ENGL 1005	any 5 courses	ENGL1501
ENGL 1006		ART 1005
ENGL 1501		MUSIC 1210
		THEA 1100
		WRIT 1010

ENGL 1501 can satisfy an English requirement, but it can also satisfy a general elective requirement. Compliance will use ENGL 1501 toward the general elective requirements, because the student has enough courses to satisfy general elective. Later, when the student has completed ENGL 1005 and ENGL 1006, ENGL 1501 will be used to satisfy the third required English course, because compliance now finds all three required courses and can satisfy the entire requirement. However, if you "target" ENGL 1501 to the English requirement, it always be used to satisfy that requirement.

Waivers

Waivers allow you to specify that a student does not need to satisfy a particular requirement. When a requirement is waived, compliance considers the requirement satisfied. Waived requirements can also "count" toward program, area, and/or group minimum credit/course requirements.

Example 1

A student must normally complete four foreign language courses, two at the introductory level and two at the intermediate level. Registering in a higher-level course is allowed based on placement and proficiency exams. Students who are placed at a higher level are not required to satisfy the lower-level requirement. By waiving the requirement for the introductory courses, a student satisfies the requirement as soon as the two intermediate courses are completed. However, because the waived courses do not count, the student will need to take two additional courses elsewhere in the program to achieve the required minimum number of credits/courses.

Example 2

Students are normally required to take a computer literacy course, but a student works in the industry and the advisor decides to waive the requirement based on actual experience. The institution does not formally grant credit for "experiential learning," but the intent of the waiver is both to exempt the student from the requirement and to consider that the credits have been earned. The waiver is recorded with an action code that counts, and the adjusted credits and course values are entered. The requirement is considered satisfied, and the adjusted credits and course values accumulated toward all appropriate group, area, and program minimum credit/course requirements.

The ability to count waived requirements is controlled by the action code entered for the waiver and the count indicator for the action code on the Action Code Validation Form (STVACTN).

Substitutions

Substitutions allow you to specify that a course that would not normally satisfy a requirement should be used to satisfy the requirement.

Example

A requirement exists for ENGL 1201, which is a literature course. The student has transferred in a literature course, but the course was not an exact equivalent of ENGL 1201, so it was assigned the course number 1289 instead. When ENGL 1289 is substituted for ENGL 1201, the ENGL 1201 requirement will be satisfied.

Note: When using the Student Targets, Waivers, and Substitution Form (SMASADJ), you are manipulating the use of individual courses (in targets and substitutions) or waiving individual requirements.

The rest of this section covers the following procedures for course adjustments:

- "Adjusting Course Targets" on page 8-48
- "Adjusting Course Waivers" on page 8-49
- "Adjusting Course Substitutions" on page 8-50
- "Tracking Other Adjustments" on page 8-52

Adjusting Course Targets

1. Access the Student Adjustment for Targets, Waivers & Substitutions Form (SMASADJ).
2. In the **ID** field, enter the ID of the student for whom you want to display or maintain student adjustments.
3. In the **Term** field, enter the effective term for the adjustments.
4. Go to the next block.

   If you enter a student ID that has not been added to the student adjustment library, the system displays a message with an option that opens the Student Adjustment Library Form (SMASLIB) so that the student can be added.
5. Select the Target Courses button to access the Target Courses Information window.
6. In the **Subject** field, enter the subject code of the target course.
7. In the **Course** field, enter the course number of the target course.
8. If the requirement includes an attribute and the portion of the requirement is also to be targeted, enter the attribute code in the **Attribute** field.
9. In the **Area** field, enter the code of the area to which the target applies, if appropriate. If no value is entered, the requirement will be targeted in all areas.
10. In the **Group** field, enter the code of the group to which the course is targeted, if appropriate. If no value is entered, the requirement will be targeted in all groups.
11. Save your changes.

12. If you want to limit the course target to specific programs, continue as follows.

    Note: If the target should apply globally, regardless of the program against which the student is complied, do not perform the following substeps.

    (a) Go to the Valid Programs block.

    (b) In the **Program** field, enter the code of the program(s) in which the target is valid.

    (c) Save your changes.

Adjusting Course Waivers

1. Access the Student Adjustment for Targets, Waivers & Substitutions Form (SMASADJ).

2. In the **ID** field, enter the ID of the student for whom you want to display or maintain student adjustments.

3. In the **Term** field, enter the effective term for the adjustments.

4. Go to the next block.

   If you enter a student ID that has not been added to the student adjustment library, the system displays a message with an option that opens the Student Adjustment Library Form (SMASLIB) so that the student can be added.

5. Select the Waivers button to access the Waivers window.

6. In the **Subject** field, enter the subject code of the requirement to be waived.

7. In the **Course** field, enter the course number of the requirement to be waived.

8. If the requirement includes an attribute and the portion of the requirement is also to be waived, enter the attribute code in the **Attribute** field.

9. In the **Area** field, enter the code of the area to which the waiver applies, if appropriate. If no value is entered, the requirement will be waived in all areas.

10. In the **Group** field, enter the code of the group to which the waiver applies, if appropriate. If no value is entered, the requirement will be waived in all groups.

11. In the **Action** field, enter an appropriate waiver action code. (The **Action Indicator** of the action code on the Action Code Validation Form [STVACTN] must be *Waive*).

12. If the action code is one that "counts" (the **Count** checkbox of the action code on STVACTN is selected), enter an appropriate number of adjusted credits. The adjusted credits value will accumulate toward group, area, and program minimum credit requirements. (No adjusted courses field is included because waivers are performed on a course-by-course basis. If a waiver counts, it will always accumulate one course toward minimum course requirements.)

13. Save your changes.

14. If you want to limit the waiver to specific programs, continue as follows.

    Note: If the waiver should apply globally, regardless of the program against which the student is complied, do not perform the following substeps.

    (a) Go to the Valid Programs block.

    (b) In the **Program** field, enter the code of the program(s) in which the waiver is valid.

    (c) Save your changes.

Adjusting Course Substitutions

1. Access the Student Adjustment for Targets, Waivers & Substitutions Form (SMASADJ).

2. In the **ID** field, enter the ID of the student for whom you want to display or maintain student adjustments.

3. In the **Term** field, enter the effective term for the adjustments.

4. Go to the next block.

   If you enter a student ID that has not been added to the student adjustment library, the system displays a message with an option that opens the Student Adjustment Library Form (SMASLIB) so that the student can be added.

5. Select the Substitutions button to access the Waivers window.

6. In the **Requirements Subject** field, enter the subject code of the course defined in the original requirement.

7. In the **Requirements Course** field, enter the course number of the course defined in the original requirement.

8. If the original requirement includes an attribute and the portion of the requirement is also to be substituted, enter the attribute code in the **Requirements Attribute** field.

9. In the **Substitutions Subject** field, enter the subject code of the course that will be substituted for the original requirement.

10. In the **Substitutions Course** field, enter the course number of the course that will be substituted for the original requirement.

11. If the requirement includes an attribute and the portion of the requirement is also to be substituted, enter the attribute code that will be substituted for the original requirement in the **Substitutions Attribute** field.

12. In the **Area** field, enter the code of the area to which the substitution applies, if appropriate. If no value is entered, the requirement will be substituted in all areas.

13. In the **Group** field, enter the code of the group to which the substitution applies, if appropriate. If no value is entered, the requirement will be substituted in all groups.

14. In the **Action** field, enter an appropriate substitution action code. (The **Action Indicator** of the action code on the Action Code Validation Form [STVACTN] must be *Substitute*).

15. If appropriate, enter a number number of adjusted credits. The adjusted credits value will accumulate toward group, area, and program minimum credit requirements instead of the actual credits value of the substituted course. (No adjusted courses field is included, because substitutions are performed on a course-by-course basis.)

16. Save your changes.

17. If you want to limit the substitution to specific programs, continue as follows.

    Note: If the substitution should apply globally, regardless of the program against which the student is complied, do not perform the following substeps.

    (a) Go to the Valid Programs block.

    (b) In the **Program** field, enter the code of the program(s) in which the substitution is valid.

    (c) Save your changes.

Tracking Other Adjustments

Tracking audit trail records are automatically created when adjustments are made. You cannot add or delete tracking audit trail records in the Student Adjustment for Targets, Waivers & Substitutions Form (SMASADJ). You can, however, add, change, or delete the tracking text.

The Other Adjustments Tracking window displays an audit trail of other adjustment actions. One audit trail record is written automatically per table, effective term, user, and date. You can also record comments associated with each audit trail entry.

You can access the Other Adjustments Tracking window in the following ways.

- Select the All Tracking button from the main window.
- From any other window, select Adjustment Tracking from the Options Menu.

Tracking audit trail records are automatically created when adjustments are made. You cannot add or deleted tracking audit trail records in this window, although you can add, change, or delete tracking text.

1. Scroll through the group adjustment audit trails to review information. If you wish to maintain tracking text, scroll to the adjustment tracking record for which text is to be maintained. If you accessed the window from any window except the Navigation window, you may need to use All Tracking from the Options Menu to display all tracking items.

2. Move to the Tracking Text information.

3. Enter text in the **Text** field.

4. Save your changes.

Chapter 9 Adjustment Forms

This chapter covers the following forms:

- "Student Adjustment Library Form (SMASLIB)" on page 9-1
- "Student Adjustment Query Form (SMISLIB)" on page 9-2
- "Student Program Adjustments Form (SMASPRG)" on page 9-4
- "Student Area Adjustments Form (SMASARA)" on page 9-41
- "Group Attachment Form (SMQSAGR)" on page 9-69
- "Area Course/Attribute Attachment Form (SMQSACR)" on page 9-76
- "Student Group Adjustments Form (SMASGRP)" on page 9-114
- "Group Course/Attributes Attachment Form (SMQSGCR)" on page 9-141
- "Student Targets, Waivers & Substitutions Form (SMASADJ)" on page 9-170

Student Adjustment Library Form (SMASLIB)

Use the Student Adjustment Library Form (SMASLIB) to authorize a student as eligible to receive one or more adjustments to CAPP compliance rules and/or restrictions. No adjustment of any kind can be applied to a requirement unless the student has a student adjustment record.

The main window opens in query mode to allow you to perform a query (by name or ID) to find out if an entry exists in the Student Adjustment Library. If an adjustment has been made for a student, each applicable checkbox is selected to indicate which types of adjustments have been made.

Fields	Descriptions
ID	Student's Banner ID.
Name	Student's name.
Program	Checkbox used to indicate whether program adjustments exist for the student. Display only. Program adjustments are maintained on the Student Program Adjustments Form (SMASPRG).

Fields	Descriptions
Area	Checkbox used to indicate whether area adjustments exist for the person. Display only. Area adjustments are maintained on the Student Area Adjustments Form (SMASARA).
Group	Checkbox used to indicate whether group adjustments exist for the person. Display only. Group adjustments are maintained on the Student Group Adjustments Form (SMASGRP).
Target	Checkbox used to indicate whether target course adjustments exist for the person. Display only. Target adjustments are maintained on the Student Targets, Waivers and Substitutions Form (SMASADJ).
Waiver	Checkbox used to indicate whether requirement waivers exist for the person. Display only. Waivers are maintained on the Student Targets, Waivers and Substitutions Form (SMASADJ).
Substitution	Checkbox used to indicate whether requirement substitutions exist for the person. Display only. Substitutions are maintained on the Student Targets, Waivers and Substitutions Form (SMASADJ).

Student Adjustment Query Form (SMISLIB)

Use the Student Adjustment Query Form (SMISLIB) to view student adjustment records. This form is a query-only version of the Student Adjustment Library Form (SMASLIB).

Fields	Descriptions
ID	Student's Banner ID.
Name	Student's name.

Fields	Descriptions
Program	Checkbox used to indicate whether program adjustments exist for the student. Display only. Program adjustments are maintained on the Student Program Adjustments Form (SMASPRG).
Area	Checkbox used to indicate whether area adjustments exist for the person. Display only. Area adjustments are maintained on the Student Area Adjustments Form (SMASARA).
Group	Checkbox used to indicate whether group adjustments exist for the person. Display only. Group adjustments are maintained on the Student Group Adjustments Form (SMASGRP).
Target	Checkbox used to indicate whether target course adjustments exist for the person. Display only. Target adjustments are maintained on the Student Targets, Waivers and Substitutions Form (SMASADJ).
Waiver	Checkbox used to indicate whether requirement waivers exist for the person. Display only. Waivers are maintained on the Student Targets, Waivers and Substitutions Form (SMASADJ).
Substitution	Checkbox used to indicate whether requirement substitutions exist for the person. Display only. Substitutions are maintained on the Student Targets, Waivers and Substitutions Form (SMASADJ).

Student Program Adjustments Form (SMASPRG)

Use the Student Program Adjustments Form (SMASPRG) to adjust program requirements for a student without changing the requirements for the entire program for all students. Some examples of program adjustments are:

- Minimum number of credits and/or courses
- Minimum grade point average required for completion of the program
- Program restrictions

You should create adjustments to a student's program *only* for the components of the program that should be *different* from the program's standard requirements. For example, if the only requirements that should be different for a student are the non-course requirements for a program, you should not create program general requirements adjustments.

This form includes the following windows:

- "Main Window" on page 9-5
- "Default All Program Information Window" on page 9-6
- "Program General Requirements Adjustments Window" on page 9-9
- "Default Program General Requirements Window" on page 9-14
- "Program Text Adjustments Window" on page 9-14
- "Default Program Text Window" on page 9-16
- "Program Non-Course Requirements Adjustments Window" on page 9-16
- "Default Program Non-Course Requirements Window" on page 9-18
- "Program Additional Course Levels Adjustment Window" on page 9-19
- "Default Additional Course Levels to Include/Exclude Window" on page 9-21
- "Program Required Attributes Adjustments Window" on page 9-22
- "Default Required Attributes Window" on page 9-24
- "Program Restricted Subjects/Attributes Adjustments Window" on page 9-25
- "Default Program Restricted Subject/Attributes Window" on page 9-28
- "Program Restricted Subj/Attr Adjustments Comments Window" on page 9-29
- "Program Restricted Grades Adjustments Window" on page 9-31
- "Default Program Restricted Grade Window" on page 9-33
- "Program Restricted Grades Adjustments Comments Window" on page 9-34
- "Program Area Attachments Adjustments Window" on page 9-35
- "Default Area Attachment and Priority Control Window" on page 9-39
- "Program Adjustments Tracking Window" on page 9-40

Main Window

The main window is composed of the Key Block and the Navigation block.

Key Block

Use this block to specify the ID, term, and program for which you want to make adjustments.

Fields	Descriptions		
ID	Banner ID of the person for whom you want to adjust program requirements. If you enter an ID that is not defined on the Student Adjustment Library Form (SMASLIB), the system displays a message with an option that opens SMASLIB so that the ID can be added.		
	(lookup)	List	Person Search Form (SOAIDEN)
	(lookup)	Count Hits	Student Adjustment Query Form (SMISLIB)
Name (untitled)	Name associated with the ID, automatically displayed when a value is entered in the **Institution** field. Display only.		
Term	Term in which the program adjustments began.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Duplicate Item	Terms Represented in Student Adjustment List
Program	Code of the program for which requirements are being adjusted.		
	(lookup)	List	Existing Program Inquiry Form (SMIPROG)
	(lookup)	Count Hits	Program Definition Rules Form (SMAPRLE)
	(lookup)	Duplicate Item	Programs Represented in Student Adjustment List
Catalog	Academic year to which the term belongs. Display only.		
Student Level	Student level associated with the program. Display only.		
Course Level	"Native" course level associated with the program. Display only.		

Navigation Block

Use this block to navigate to the window in which you want to make adjustments to the program specified in the Key Block.

More buttons in the main window

Mouse	*Keyboard*	*Result*
General Requirements	Enter/Return/Space bar	Opens the Program General Requirements Adjustments window
Text	Enter/Return/Space bar	Opens the Program Text Adjustments window
Non-Course Requirements	Enter/Return/Space bar	Opens the Program Non-Course Requirements Adjustments window
Additional Levels	Enter/Return/Space bar	Opens the Program Additional Course Levels Adjustments window
Required Attributes	Enter/Return/Space bar	Opens the Program Required Attributes Adjustments window
Restricted Subjects/ Attributes	Enter/Return/Space bar	Opens the Program Restricted Subjects/Attributes Adjustments window
Restricted Grades	Enter/Return/Space bar	Opens the Program Restricted Grades Adjustments window
Attached Areas	Enter/Return/Space bar	Opens the Program Area Attachments Adjustments window
All Tracking	Enter/Return/Space bar	Opens the Program Adjustments Tracking window

Default All Program Information Window

Use the Default All Program Information window to copy all of an existing program's requirements to the student's program adjustment record.

Note: This window is available only if no program-level requirements have been defined for the student's program adjustment record.

When you access this window, the form name changes to Program Requirements (SMQSPDF), although the window can be accessed only from the key block of the Student Program Adjustments Form (SMASPRG).

This window is composed of the Display-Only Block and the Default block.

Display-Only Block

This block displays details about the record to which program information is being defaulted.

Fields	Descriptions
ID	Banner ID of the person for whom you want to adjust program requirements.
Term	Term in which the program adjustments began.
Program	Code of the program for which requirements are being adjusted.
Catalog	Academic year to which the term belongs.
Student Level	Student level associated with the program.
Course Level	"Native" course level associated with the program.

Default Block

Use this block to specify the program from which you want to default all requirements.

Fields	Descriptions
Default From Program	Program from which to copy all requirements. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG). (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy all requirements. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)

Fields	Descriptions
General Requirements	This checkbox is selected if general requirements exist for the program/term being copied. If you do not want to copy general requirements to the program, clear this checkbox.
Program Text	This checkbox is selected if program text exists for the program/term being copied. If you do not want to copy program text to the program, clear this checkbox.
Non-Course Requirement	This checkbox is selected if non-course requirements exist for the program/term being copied. If you do not want to copy non-course requirements to the program, clear this checkbox.
Additional Levels	This checkbox is selected if additional levels exist for the program/term being copied. If you do not want to copy additional levels to the program, clear this checkbox.
Program Attributes	This checkbox is selected if program attributes exist for the program/term being copied. If you do not want to copy program attributes to the program, clear this checkbox.
Restricted Subjects	This checkbox is selected if restricted subjects exist for the program/term being copied. If you do not want to copy restricted subjects to the program, clear this checkbox.
Restricted Grade	This checkbox is selected if restricted grades exist for the program/term being copied. If you do not want to copy restricted grades to the program, clear this checkbox.
Program Area Attachment	This checkbox is selected if program area attachments exist for the program/term being copied. If you do not want to copy program area attachments to the program, clear this checkbox.

More buttons in the Default All Program Information window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies program information from the other program

Program General Requirements Adjustments Window

Use the Program General Requirements Adjustments window to enter adjustments to a student's program.

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

Fields	**Descriptions**
From Term	First term in which this adjusted set of general requirements is in effect. Display only.
To Term	Last term in which this adjusted set of general requirements is in effect. Display only.
Active/Inactive	Radio button group to indicate whether the program adjustment is active or inactive for the term range. The default is *Inactive*. When a program is inactive, it cannot be used for compliance.
Captive	Checkbox used to indicate whether the program is captive.
Single Entity	Checkbox used to indicate whether the program should be processed using single-entity reuse processing. See "Reuse" on page 2-2 for more information about reuse in CAPP.
Total Required Credits	Minimum total number of credits needed to satisfy the program's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.

Fields	Descriptions
Total Required Courses	Minimum total number of courses needed to satisfy the program's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.
Required Institutional Credits	Minimum number of credits that must be earned at your institution to satisfy the program's requirements.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Institutional Courses	Minimum number of courses that must be earned at your institution to satisfy the program's requirements.
Required Institutional Traditional Credits	Minimum number of credits earned at the institution with a traditional grade (as defined on the Grade Code Maintenance Form [SHAGRDE]) needed to satisfy the program's requirements.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Institutional Traditional Courses	Minimum number of courses earned at the institution with a traditional grade (as defined on SHAGRDE) needed to satisfy the program's requirements.
Maximum Institutional Non-Traditional Credits	Maximum number of credits earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the program's requirements.

Fields	Descriptions
Connector None/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Maximum Institutional Non-Traditional Courses	Maximum number of courses earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the program's requirements.
Maximum Transfer Credits	Maximum number of transfer credits that can be used to satisfy the program's requirements.
Connector None/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Maximum Transfer Courses	Maximum number of transfer courses that can be used to satisfy the program's requirements.
Number Institutional Required... Credits	This field works with the **out of Last Number of Earned Credits** field to establish a minimum number of credits that must be completed at your institution out of a specified number of the most recent of credits earned. For example, if you require that students take at least 15 of their last 120 credits at your institution (meaning you allow them to transfer in no more than 15 out of their last 120 credits earned), you would enter *15* in the **Number Institutional Required Credits** field and *120* in the **out of Last Number of Earned Credits** field.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)

Fields	Descriptions
Number Institutional Required... Courses	This field works with the **out of Last Number of Earned Courses** field to establish a minimum number of courses that must be completed at your institution out of a specified number of the most recent of courses earned. For example, if you require that students take at least 5 of their last 40 courses at your institution (meaning you allow them to transfer in no more than 5 out of their last 40 courses completed), you would enter *5* in the **Number Institutional Required Courses** field and *40* in the **out of Last Number of Earned Courses** field.
...out of Last Number of Earned Credits	This field works with the **Number Institutional Required Credits** field to establish a minimum number of credits that must be completed at your institution out of a specified number of the most recent of credits earned. For example, if you require that students take at least 15 of their last 120 credits at your institution (meaning you allow them to transfer in no more than 15 out of their last 120 credits earned), you would enter *15* in the **Number Institutional Required Credits** field and *120* in the **out of Last Number of Earned Credits** field.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
...out of Last Number of Earned Courses	This field works with the **Number Institutional Required Courses** field to establish a minimum number of courses that must be completed at your institution out of a specified number of the most recent of courses earned. For example, if you require that students take at least 5 of their last 40 courses at your institution (meaning you allow them to transfer in no more than 5 out of their last 40 courses completed), you would enter *5* in the **Number Institutional Required Courses** field and *40* in the **out of Last Number of Earned Courses** field.

Fields	Descriptions
Minimum Course Grade	Code of the minimum grade that must be earned for the course to satisfy the program's requirements. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Course Year Limit	Number of years old a course can be to satisfy the program's requirements. When a compliance is run, the evaluation term entered for the compliance request is used in conjunction with this field to determine how far back to go in a student's academic history to retrieve valid courses. CAPP checks the earliest term in the furthest year of the course year limit you set. *Example:* The course year limit is five, and the user enters an evaluation term of 200620. When processing the request, CAPP considers courses back to 200110, which is the first term in the academic year five years back from 2006.
Minimum Program GPA	Lowest acceptable program GPA a student can have to satisfy the program's requirements. This is calculated from the grades received in native-level courses used to satisfy the requirements of the program.
Minimum GPA	Minimum cumulative level GPA required to satisfy the program's requirements, for courses whose level matches the native course level of the program. The GPA is that which is stored in Banner (not calculated "on the fly").

More buttons in the main window

Mouse	*Keyboard*	*Result*
Copy	Duplicate Record	Copies requirements from a prior term range to a new effective term range

Default Program General Requirements Window

Use the Default Program General Requirements window to copy existing program's general requirements to a student's program adjustment record.

Note: This window is available only if no program-level general requirements have been defined for the student's program adjustment record.

When you access this window, the form name changes to Program Requirements (SMQSPDF), although the window can be accessed only from the Program General Requirements Adjustments window of the Student Program Adjustments Form (SMASPRG).

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Fields	Descriptions		
Default From Program	Program from which to copy general requirements. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG).		
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.		
Program Rules Term	Term from which to copy program general requirements. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Program General Requirements window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies general requirements to the program adjustment record

Program Text Adjustments Window

Use the Program Text Adjustments window to enter text that describes a student's program adjustment record and to indicate a print code that specifies how the text is used in compliance output.

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

This window is composed of the Display-Only block and the Program Text block.

Display-Only Block

This block displays the term range for the program text adjustments.

Fields	Descriptions
From Term	First term in which this text is in effect.
To Term	Last term in which this text is in effect.

More buttons in the Program Text Adjustments window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies text from a prior term range to a new effective term range
Maintenance	Duplicate Field	Ends text

Program Text Block

Use this block to enter or display the text for the program adjustment specified in the Key Block of the main window.

Fields	Descriptions
Text	Text associated with the program. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Default Program Text Window

Use the Default Program Text window to copy an existing program's text to a student's program adjustment record.

Note: This window is available only if no program-level text has been defined for the student's program adjustment record.

When you access this window, the form name changes to Program Requirements (SMQSPDF), although the window can be accessed only from the Program Text Adjustments window of the Student Program Adjustments Form (SMASPRG).

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Fields	Descriptions		
Default From Program	Program from which to copy text. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG).		
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.		
Program Rules Term	Term from which to copy program text. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Program Text window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies text to the program adjustment record

Program Non-Course Requirements Adjustments Window

Use the Program Non-Course Requirements Adjustments window to enter adjustments to non-course requirements for a student's program. Non-course requirements are those that must be satisfied but are not associated with a specific course, such as an oral exam or community service.

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

This window is composed of the Display-Only block and the Non-Course Requirements Adjustments block.

Display-Only Block

This block displays the term range for the program non-course requirements adjustments.

Fields	Descriptions
From Term	First term in which this set of non-course requirements is in effect.
To Term	Last term in which this set of non-course requirements is in effect.

More buttons in the Program Non-Course Requirements Adjustments window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies non-course requirements from another program
Maintenance	Duplicate Field	Ends non-course requirements

Non-Course Requirements Adjustments Block

Use this block to enter or display the non-course requirements adjustments for the program specified in the Key Block of the main window.

Fields	Descriptions
Non-Course Code	Code of the non-course requirement. Required. Select the Search button for this field to display the Non-Course Requirements Code Validation (STVNCRQ) list. (lookup) List Non-Course Requirements Code Validation (STVNCRQ)
Description	Description of the non-course requirement code, automatically displayed when a valid non-course code is entered. Display only.

Fields	Descriptions
Non-Course Year Limit	Number of years old a non-course item can be to satisfy the program's requirements. When compliance is run, the evaluation term entered for the compliance request is used in conjunction with this field to determine how far back to go in a student's academic history to retrieve valid non-course items. CAPP checks the earliest term in the furthest year of the non-course item year limit you set. *Example:* The non-course item year limit is five, and the user enters an evaluation term of 200620. When processing the request, CAPP considers non-course items back to 200110, which is the first term in the academic year five years back from 2006.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this non-course requirement. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)

Default Program Non-Course Requirements Window

Use the Default Program Non-Course Requirements window to copy an existing program's non-course requirements to a student's program adjustment record.

Note: This window is available only if no program-level non-course requirements have been defined for the student's program adjustment record.

When you access this window, the form name changes to Program Requirements (SMQSPDF), although the window can be accessed only from the Program Non-Course Requirements Adjustments window of the Student Program Adjustments Form (SMASPRG).

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Fields	Descriptions		
Default From Program	Program from which to copy non-course requirements. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG).		
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.		
Program Rules Term	Term from which to copy program non-course requirements. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Program Non-Course Requirements window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies non-course requirements to the program adjustment record

Program Additional Course Levels Adjustment Window

Use the Program Additional Course Levels Adjustment window to enter adjustments to additional course levels for a student's program.

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

You can specify that courses and/or course attributes taken at a course level other than the program's native course level can be used by a student's program, or you can exclude courses taken at specific levels. CAPP uses these instructions during compliance to determine which levels (in addition to the native course level of the program) it can use to satisfy the student's program requirements. If you do not specifically include other levels, *only* courses at the program's native level are used.

Course levels included in a program can be excluded by areas or groups, but course levels excluded from a program cannot be included by areas or groups.

Courses taken at excluded levels are not considered toward satisfying a student's program requirements. Courses at included levels can satisfy program requirements and count toward the program's minimum credit requirements, but they are not used to calculate any grade point averages within the program.

This window is composed of the Display-Only block and the Course Level Inclusions/Exclusions Adjustments block.

Display-Only Block

This block displays the term range for the program course level inclusions/ exclusions adjustments.

Fields	Descriptions
From Term	First term in which this set of additional course levels is in effect.
To Term	Last term in which this set of additionalcourse levels is in effect.

More buttons in the Program Additional Course Levels Adjustment window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies additional course levelsfrom a prior term range to a new effective term range
Maintenance	Duplicate Field	Ends additional levels

Course Level Inclusions/Exclusions Adjustments Block

Use this block to enter or display the course level inclusions/exclusions adjustments for the program specified in the Key Block of the main window.

Fields	Descriptions
Include/Exclude	Radio button group to specify whether the course level is to be included or excluded.
Level	Code of the course level to be included or excluded. Required. Select the Search button for this field to display the Level Codes (STVLEVL) list. (lookup) List Level Codes (STVLEVL)
Description	Description of the course level. Display only.

Fields	Descriptions
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the program's requirements. If the course level is being excluded, this field is unavailable. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Maximum Credits	Maximum number of credits from an included course level that can be used to satisfy program requirements.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credit** field or the **Maximum Course** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Maximum Courses	Maximum number of credits from an included course level that can be used to satisfy program requirements.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this course level adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)

Default Additional Course Levels to Include/Exclude Window

Use the Default Additional Course Levels to Include/Exclude window to copy an existing program's included/excluded course levels to student's program adjustment record.

Note: This window is available only if no program-level additional course levels have been defined for the student's program adjustment record.

When you access this window, the form name changes to Program Requirements (SMQSPDF), although the window can be accessed only from the Program Additional Course Levels Adjustment window of the Student Program Adjustments Form (SMASPRG).

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Fields	Descriptions
Default From Program	Program from which to copy included/excluded course levels. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG). (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy included/excluded course levels. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Additional Course Levels to Include/Exclude window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies included/excluded course levels to the program adjustment record

Program Required Attributes Adjustments Window

Use the Program Required Attributes Adjustments window to enter adjustments to required course or student attributes for a student's program. For example, a course attribute could be a core requirement; a student attribute could be an honor program or senior standing.

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

This window is composed of the Display-Only block and the Required Attributes Adjustments block.

Display-Only Block

This block displays the term range for the program required attributes adjustments.

Fields	Descriptions
From Term	First term in which this set of required course and/or student attributes is in effect.
To Term	Last term in which this set of required course and/or student attributes is in effect.

More buttons in the Program Required Attributes Adjustments window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies required attributes from a prior term range to a new effective term range
Maintenance	Duplicate Field	Ends required attributes

Required Attributes Adjustments Block

Use this block to enter or display the required attributes adjustments for the program specified in the Key Block of the main window.

Fields	Descriptions
Course Attribute	Code of the required course attribute. Once a value is entered in this field, the **Attributes Student** field becomes unavailable. Select the Search button for this field to display the Degree Program Attributes (STVATTR) list. (lookup) List Degree Program Attributes (STVATTR)
Student Attribute	Code of the required student attribute. Once a value is entered in this field, the **Attributes Course** field becomes unavailable. Select the Search button for this field to display the Student Attributes (STVATTS) list. (lookup) List Student Attributes (STVATTS)
Description	Description of the attribute. Display only.

Fields	Descriptions
Required Credits	Number of required credits for a required course attribute. If a student attribute is being defined, this field is unavailable.
Connector None/And/Or	Select this radio button if you do *not* want a set number of credits or courses. You can enter a value in either the **Required Credit** field or the **Required Course** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**), both values (**And**), or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Required Courses	Number of courses for a required course attribute. If a student attribute is being defined, this field is unavailable.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)

Default Required Attributes Window

Use the Default Required Attributes window to copy an existing program's required attributes to a student's program adjustment record.

Note: This window is available only if no program-level required attributes have been defined for the student's program adjustment record.

When you access this window, the form name changes to Program Requirements (SMQSPDF), although the window can be accessed only from the Program Required Attributes Adjustments window of the Student Program Adjustments Form (SMASPRG).

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Fields	Descriptions		
Default From Program	Program from which to copy required attributes. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG).		
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.		
Program Rules Term	Term from which to copy required attributes. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Required Attributes window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies required attributes to the program adjustment record

Program Restricted Subjects/Attributes Adjustments Window

Use the Program Restricted Subjects/Attributes Adjustments window to restrict certain subjects or attributes from being used to satisfy a student's program requirements. Restrictions can be absolute (that is, none of the subjects or attributes can be used), or you can limit the number of credits/courses from certain subjects and/or attributes that can be used.

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

A restriction must include at least one of the fields. If more than one restriction is specified (for example, **Subject**, **Course Number Low**, and **Course Attribute**), a course is restricted only if it meets all of the criteria.

This window is composed of the Display-Only block and the Subject/Attribute Restrictions Adjustments block.

Display-Only Block

This block displays the term range for the program subject/attribute restrictions adjustments.

Fields	Descriptions
From Term	First term in which this set of restricted subjects/attributes is in effect.
To Term	Last term in which this set of restricted subjects/attributes is in effect.

More buttons in the Display-Only block

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies restricted subjects/attributes from a prior term range to a new effective term range
Maintenance	Duplicate Field	Ends restricted subjects/attributes

Subject/Attribute Restrictions Adjustments Block

Use this block to enter or display the subject/attribute restrictions adjustments for the program specified in the Key Block of the main window.

Fields	Descriptions
Campus	Code of the campus associated with the restriction. Select the Search button for this field to display the Campus Codes (STVCAMP) list. (lookup) List Campus Codes (STVCAMP)
College	Code of the college associated with the restriction. Select the Search button for this field to display the College Codes (STVCOLL) list. (lookup) List College Codes (STVCOLL)
Department	Code of the department associated with the restriction. Select the Search button for this field to display the Department Codes (STVDEPT) list. (lookup) List Department Codes (STVDEPT)

Fields	Descriptions
Subject	Code of the subject associated with the restriction. Select the Search button for this field to display the Subject Codes (STVSUBJ) list. (lookup) List Subject Codes (STVSUBJ)
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Course Number High	Highest number in a range of restricted courses. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Course Attribute	Code of the attribute associated with the restriction. Select the Search button for this field to display the Degree Program Attributes (STVATTR) list. (lookup) List Degree Program Attributes (STVATTR)
Maximum Credits	Maximum number of credits that can be taken within the restriction.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credit** field or the **Maximum Course** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Maximum Courses	Maximum number of courses that can be taken within the restriction.

Fields	Descriptions
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)
Text	This checkbox is selected if text has been associated with the selected restriction. Display only. (lookup) Edit Program Restricted Subj/Attr Adjustments Comments window

More buttons in the Subject/Attribute Restrictions Adjustments Block

Mouse	*Keyboard*	*Result*
Comments	Edit	Opens the Program Restricted Subj/ Attr Adjustments Comments window

Default Program Restricted Subject/Attributes Window

Use the Default Program Restricted Subject/Attributes window to copy an existing program's restricted subjects and attributes to a student's program adjustment record.

Note: This window is available only if no program-level restricted subjects/ attributes have been defined for the student's program adjustment record.

When you access this window, the form name changes to Program Requirements (SMQSPDF), although the window can be accessed only from the Program Restricted Subject/Attributes Adjustments window of the Student Program Adjustments Form (SMASPRG).

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Fields	Descriptions
Default From Program	Program from which to copy restricted subjects and attributes. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG). (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)

Fields	Descriptions
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy restricted subjects and attributes. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List — Catalog Term Codes List (lookup) Count Hits — Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Program Restricted Subject/Attributes window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies restricted subjects/attributes to the program adjustment record

Program Restricted Subj/Attr Adjustments Comments Window

Use the Program Restricted Subj/Attr Adjustments Comments window to enter descriptive information about the restriction selected in the Program Restricted Subjects/Attributes Adjustments window.

This window is composed of the Display-Only block and the Subject/Attribute Restrictions Text Adjustments block.

Display-Only Block

This block displays details about the record for which program subject/attribute restrictions adjustments text is being entered or displayed.

Fields	Descriptions
From Term	First term in which this restriction is in effect.
To Term	Last term in which this restriction is in effect.
Campus	Code of the campus associated with the restriction.
College	Code of the college associated with the restriction.

Fields	Descriptions
Department	Code of the department associated with the restriction.
Subject	Code of the subject associated with the restriction.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses.
Course Number High	Highest number in a range of restricted courses.
Course Attribute	Code of the attribute associated with the restriction.

Subject/Attribute Restrictions Adjustments Text Block

Use this block to enter or display the subject/attribute restrictions adjustments text for the program specified in the Key Block of the main window.

Fields	Descriptions
Text	Text associated with the restriction. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Program Restricted Grades Adjustments Window

Use the Program Restricted Grades Adjustments window to define adjustments to acceptable grades for a student's program. You can use this, for example, to be specific about the grades that can be received for courses used to satisfy requirements.

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

Example:

Let's say that you want to define a program for honors students and want to allow no more than five courses where the student receive a D to be counted towards the program. For this, you would take the following steps.

- Enter the code associated with the D grade in the **Grade** field.
- Select the **None Connector** radio button.
- Enter *5* in the **Maximum Courses** field.

When you restrict a grade, CAPP looks only at that value (in this example, the *D*) and not the numeric value. You must define each grade restriction individually. You can always exclude grades with numeric values less than a minimum when you create a compliance request. Use restricted grades only when you need to control the use of grades above the allowable minimum for the program.

Grade restrictions defined in this window apply only to those grade codes that have the same course level defined the Grade Code Maintenance Form (SHAGRDE) as the native course level for the program. Also, restrictions defined in this window apply only to the specific grade codes being restricted. The restrictions are not applied to grade codes that have a lower numeric value.

This window is composed of the Display-Only block and the Grade Restrictions Adjustments block.

Display-Only Block

This block displays the term range for the program grade restrictions adjustments.

Fields	Descriptions
From Term	First term in which this set of restricted grades is in effect.
To Term	Last term in which this set of restricted grades is in effect.

More buttons in the Display-Only block

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies restricted grades from a prior term range to a new effective term range
Maintenance	Duplicate Field	End restricted grades

Grade Restrictions Adjustments Block

Use this block to enter or display the grade restrictions adjustments for the program specified in the Key Block of the main window.

Fields	**Descriptions**
Grade	Code of the grade associated with this restriction. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Maximum Credits	Maximum number of credits with the restricted grade that can be used to satisfy program requirements.
Connector	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Maximum Courses	Maximum number of courses with the restricted grade that can be used to satisfy program requirements.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)

Fields	Descriptions
Text	This checkbox is selected if text has been associated with the selected grade restriction. Display only. (lookup) Edit Restricted Grade Text window

More buttons in the Grade Restrictions Adjustments window

Mouse	*Keyboard*	*Result*
Comments	Edit	Opens the Restricted Grade Text window

Default Program Restricted Grade Window

Use the Default Program Restricted Grade window to copy an existing program's restricted grades to a student's program adjustment record.

Note: This window is available only if no program-level restricted grades have been defined for the student's program adjustment record.

When you access this window, the form name changes to Program Requirements (SMQSPDF), although the window can be accessed only from the Program Restricted Grade Adjustments window of the Student Program Adjustments Form (SMASPRG).

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Fields	Descriptions
Default From Program	Program from which to copy restricted grades. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG). (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.

Fields	Descriptions		
Program Rules Term	Term from which to copy restricted grades. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Program Restricted Grade window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies restricted grades to the program adjustment record

Program Restricted Grades Adjustments Comments Window

Use the Program Restricted Grades Adjustments Comments window to enter descriptive comments for the grade restriction selected in the Program Restricted Grade Adjustments window.

This window is composed of the Display-Only block and the Grade Restrictions Text Adjustments block.

Display-Only Block

This block displays details about the record for which program grade restrictions adjustments text is being entered or displayed.

Fields	Descriptions
From Term	First term in which this restriction is in effect.
Restricted Grade	Grade that is restricted.
To Term	Last term in which this restriction is in effect.

Grade Restrictions Adjustments Text Block

Use this block to enter or display the grade restrictions adjustments text for the program specified in the Key Block of the main window.

Fields	Descriptions
Text	Text associated with the grade restriction. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Program Area Attachments Adjustments Window

Use the Program Area Attachments Adjustments window to define area attachment adjustments for a student's program.

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

This window is composed of the Display-Only block and the Area Attachments Adjustments block.

Display-Only Block

This block displays the term range for which program area attachments adjustments are being entered or displayed.

Fields	Descriptions
From Term	First term in which this set of area attachments is in effect.

Fields	Descriptions
To Term	Last term in which this set of area attachments is in effect

More buttons in the Program Area Attachments Adjustments window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies area attachments from a prior term range to a new effective term range
Maintenance	Duplicate Field	Ends area attachments

Area Attachments Block

Use this block to enter or display the area attachments adjustments for the program specified in the Key Block of the main window.

Fields	Descriptions
Area	Code of the attached area. Select the Search button for this field to display the Option List. (lookup) List — Existing Area Inquiry Form (SMIAREA) (lookup) Count Hits — Area Library Form (SMAALIB)
Priority	Area's priority within the program. The system considers lower number priorities before higher number priorities when running compliance. If two areas are assigned the same priority, the system considers them in alphabetical order. If a priority has been assigned to an area on the Area Definition Form (SMAAREA), that value defaults into this field when the area's code is entered in the **Area** field, although it can be changed.

Fields	Descriptions
Course Re-Use None	Radio button to indicate that courses applied to the area cannot have been applied to preceding areas and cannot be reused by later areas. **Note:** When an area is attached to a program, the system automatically defaults the course reuse indicator from the area, but the value can be changed. (Course reuse is specified in the **Default Course Reuse** field of the General Requirements block of SMAAREA.) See "Reuse" on page 2-2 for more information about reuse in CAPP.
Course Re-Use In	Radio button to indicate courses that have been applied to requirements in preceding areas can also be considered for use in the current area, but if used in the current area, cannot be used again in later areas.
Course Re-Use Out	Radio button to indicate that courses cannot have been applied to any requirements in preceding areas, but if used in the current area, can be considered for use in later areas.
Course Re-Use Both	Radio button to indicate that courses that have been applied to requirements in preceding areas can also be considered for use in the current area *and* can be considered for use in later areas.
Attribute Re-Use None	Radio button to indicate that attributes cannot have been used in preceding areas and cannot be reused in later areas. **Note:** When an area is attached to a program, the system automatically defaults the attribute reuse indicator from the area, but the value can be changed. (Attribute reuse is specified in the **Default Attribute Reuse** field of the General Requirements block of SMAAREA.) See "Reuse" on page 2-2 for more information about reuse in CAPP.
Attribute Re-Use In	Radio button to indicate that attributes that have been applied to requirements in preceding areas can also be considered for use in the current area, but if used in the current area, cannot be used again in later areas.

Fields	Descriptions
Attribute Re-Use Out	Radio button to indicate that attributes cannot have been applied to any requirements in preceding areas, but if used in the current area, can be considered for use in later areas.
Attribute Re-Use Both	Radio button to indicate that attributes that have been applied to requirements in preceding areas can also be considered for use in the current area *and* can be considered for use in later areas.
Within Indicator	Checkbox used to indicate whether both a course *and* its attributes can be used within the same area. In this case, the course's credits are used only once toward the minimum credits required by the area or program. If this checkbox is cleared, either a course *or* its attributes can be used within the same area.
Year Rule	Number of years within which a course must be taken for it to be used by an area in the program. If a default year limit has been defined on SMAAREA, that value defaults into this field when the area's code is entered in the **Area** field, although you can change it.
Student Level	Student level associated with the area. Display only.
Course Level	Course level associated with the area. Display only.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)

Fields	Descriptions
Adjusted Credits	Number of credits that can accumulate toward area and program minimum credit requirements, even though the area has been waived. Credits can be entered only when a waiver action code that counts is entered. **Note:** A waiver action code that counts is one in which the requirement is waived and the credits that were associated with the original requirement are "counted" as waived. Waiver action codes that do not count waive the original requirement, but the credits associated with the original requirement need to be made up from elsewhere.
Adjusted Courses	Number of courses that can accumulate toward area and program minimum courses requirements, even though the area has been waived. Courses can be entered only when a waiver action code that counts is entered.

Default Area Attachment and Priority Control Window

Use the Default Area Attachment and Priority Control window to copy an existing program's area attachments to another program.

Note: This window is available only if no area attachments have been defined for the student's program adjustment record.

When you access this window, the form name changes to Program Requirements (SMQSPDF), although the window can be accessed only from the Program Area Attachments Adjustments window of the Student Program Adjustments Form (SMASPRG).

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

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Fields	Descriptions
Default From Program	Program from which to copy area attachments. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG). (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)

Fields	Descriptions
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy area attachments. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Area Attachment and Priority Control window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies area attachments to the program adjustment record

Program Adjustments Tracking Window

Use the Program Adjustments Tracking window to view an audit trail of all adjustment actions. One audit trail record is automatically written for each table/effective term/user/date combination. You can also enter comments associated with each audit trail entry.

This window is composed of the Display-Only block and the Tracking Text block.

Display-Only Block

This block displays details about record for which adjustment tracking text is being entered or displayed.

Fields	Descriptions
Table	Seven-character name and full name of the table for which the adjustment was made. For searches, select the Search button for this field to display the Other Adjustment Tracking Tables List. (lookup) List Other Adjustment Tracking Tables List

Fields	Descriptions
Term	Code of the term for which the adjustment was effective. Display only. For searches, select the Search button for this field to display the Other Adjustment Tracking Terms List. (lookup) List Other Adjustment Tracking Terms List
User	Banner ID of the person who made the adjustment.
Activity Date	Date on which the adjustment was made.

Tracking Text Block

Use this block to enter or display the adjustment tracking text for the program specified in the Key Block of the main window.

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Fields	Descriptions
Tracking Text	Text associated with the adjustment. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Activity Date	Date on which the text was entered or modified.

Student Area Adjustments Form (SMASARA)

Use the Student Area Adjustments Form (SMASARA) to enter adjustments to area requirements for an individual student without changing the requirements for the entire area for all the students.

You should create adjustments to a student's area *only* for the components that should be *different* from the area's standard requirements. For example, if the only area requirements that should be different for a student are an area's course attachments, you should not create area general requirements adjustments.

This form includes the following windows:

- "Main Window" on page 9-42
- "Default All Detail Window" on page 9-44
- "Area General Requirement Adjustments Window" on page 9-46
- "Default Area General Requirements Window" on page 9-51
- "Area Text Window" on page 9-52
- "Default Area Text Window" on page 9-53
- "Include/Exclude Course Level Window" on page 9-54
- "Default Additional Course Levels to Include/Exclude Window" on page 9-56
- "Restricted Subjects/Attributes Window" on page 9-57
- "Default Restricted Subjects/Attributes Window" on page 9-60
- "Restricted Subjects/Attributes Text Window" on page 9-61
- "Area Restricted Grades Window" on page 9-62
- "Default Restricted Grades Window" on page 9-64
- "Restricted Grades Text Window" on page 9-65
- "Valid Programs Window" on page 9-66
- "Area Adjustment Tracking Window" on page 9-67

Main Window

The main window is composed of the Key Block and the Navigation block.

Key Block

Use this block to specify the ID, term, and area for which you want to make adjustments.

Fields	Descriptions
ID	Banner ID of the person for whom you want to adjust area requirements. If you enter an ID that is not defined on the Student Adjustment Library Form (SMASLIB), the system displays a message with an option that opens SMASLIB so that the ID can be added. Select the Search button for this field to display the Option List. (lookup) List — Person Search Form (SOAIDEN) (lookup) Count Hits — Student Adjustment Query Form (SMISLIB)

Fields	Descriptions		
Term	Term in which the area adjustments began.		
	Select the Search button for this field to display the Option List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Duplicate Item	Terms Represented in Student Adjustment List
Area	Code of the area for which requirements are being adjusted.		
	Select the Search button for this field to display the Option List.		
	(lookup)	List	Area Library Form (SMAALIB)
	(lookup)	Count Hits	Existing Area Inquiry Form (SMIAREA)
	(lookup)	Duplicate Item	Areas Represented in Student Adjustment List
Catalog	Academic year to which the term belongs. Display only.		
Student Level	Student level associated with the area. Display only.		
Course Level	"Native" course level associated with the area. Display only.		

Navigation Block

Use this block to navigate to the window in which you want to make adjustments to the area specified in the Key Block.

More buttons in the main window

Mouse	*Keyboard*	*Result*
General Requirements	Enter/Return/Space bar	Opens the Area General Requirement Adjustments window
Area Text	Enter/Return/Space bar	Opens the Area Text window
Additional Level	Enter/Return/Space bar	Opens the Include/Exclude Course Level window
Restricted Subjects/ Attributes	Enter/Return/Space bar	Opens the Restricted Subjects/ Attributes window
Restricted Grades	Enter/Return/Space bar	Opens the Area Restricted Grades window
Valid Program	Enter/Return/Space bar	Opens the Valid Programs window
Group Attachment	Enter/Return/Space bar	Opens the Group Attachment Form (SMQSAGR)

More buttons in the main window

Mouse	*Keyboard*	*Result*
Course Attachment	Enter/Return/Space bar	Opens the Area Course/Attribute Attachment Form (SMQSACR)
All Tracking	Enter/Return/Space bar	Opens the Area Adjustment Tracking window

Default All Detail Window

Use the Default All Detail window to copy all of an existing area's requirements to the student's area adjustment record.

Note: This window is available only if no area-level requirements have been defined for the student's area adjustment record.

When you access this window, the form name changes to Area Requirements (SMQSADF), although the window can be accessed only from the key block of the Student Area Adjustments Form (SMASARA).

This window is composed of the Display-Only Block and the Default block.

Display-Only Block

This block displays details about the record to which area information is being defaulted.

Fields	**Descriptions**
ID	Banner ID of the person for whom you want to adjust area requirements.
Term	Term in which the area adjustments began.
Area	Code of the area for which requirements are being adjusted.
Catalog	Academic year to which the term belongs.
Student Level	Student level associated with the area.
Course Level	"Native" course level associated with the area.

Default Block

Use this block to specify the area from which you want to default all requirements.

Fields	Descriptions
Default From Area	Area from which to copy all details. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA). (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy area details. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)
General Requirements	This checkbox is selected if general requirements exist for the area/term being copied. If you do not want to copy general requirements to the area, clear this checkbox.
Area Text	This checkbox is selected if area text exists for the area/term being copied. If you do not want to copy area text to the area, clear this checkbox.
Include/Exclude Additional Levels	This checkbox is selected if additional levels exist for the area/term being copied. If you do not want to copy additional levels to the area, clear this checkbox.
Restricted Subjects/ Attributes	This checkbox is selected if restricted subjects and attributes exist for the area/term being copied. If you do not want to copy restricted subjects and attributes to the area, clear this checkbox.

Fields	Descriptions
Restricted Grades	This checkbox is selected if restricted grades exist for the area/term being copied. If you do not want to copy restricted grades to the area, clear this checkbox.
Group Attachments	This checkbox is selected if group attachments exist for the area/term being copied. If you do not want to copy group attachments to the area, clear this checkbox.
Course Attachments	This checkbox is selected if course attachments exist for the area/term being copied. If you do not want to copy course attachments to the area, clear this checkbox.

More buttons in the Default All Detail window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies area information from the other area

Area General Requirement Adjustments Window

Use the Area General Requirement Adjustments window to enter adjustments to an area's general requirements record for a student's area adjustment record.

If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

Fields	Descriptions
From Term	First term in which this adjusted set of general requirements is in effect. Display only.
To Term	Last term in which this adjusted set of general requirements is in effect. Display only.

Fields	Descriptions
Active/Inactive	Radio button group to indicate whether the area is active or inactive for the term range. The default is *Inactive*. When an area is inactive, it cannot be used for compliance. If a user attempts to perform compliance for an inactive area, an error message is displayed.
Attached	Indicates whether groups or courses have been attached to the area. Display only.
Total Required Credits	Minimum total number of credits needed to satisfy the area's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Total Required Courses	Minimum total number of courses needed to satisfy the area's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.
Required Institutional Credits	Minimum number of credits that must be earned at your institution to satisfy the area's requirements.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Institutional Courses	Minimum number of courses that must be earned at your institution to satisfy the area's requirements.

Fields	Descriptions
Required Institutional Traditional Credits	Minimum number of credits earned at the institution with a traditional grade (as defined on the Grade Code Maintenance Form [SHAGRDE]) needed to satisfy the area's requirements.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Institutional Traditional Courses	Minimum number of courses earned at the institution with a traditional grade (as defined on SHAGRDE) needed to satisfy the area's requirements.
Maximum Institutional Non-Trad Credits	Maximum number of credits earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the area's requirements.
Connector None/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Maximum Institutional Non-Trad Courses	Maximum number of courses earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the area's requirements.
Maximum Transfer Credits	Maximum number of transfer credits that can be used to satisfy the area's requirements.
Connector None/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use only one value (**None**) or either value (**Or**).

Fields	Descriptions
Maximum Transfer Courses	Maximum number of transfer courses that can be used to satisfy the area's requirements.
Compliance Credits	Number of credits to be applied towards the program's minimum credit requirement for the area. Use this field to override the actual number of credits that would normally be accumulated by the area to the program. For example, you might need to define an area to use within a graduate program to verify that a student has completed specific undergraduate requirements. To satisfy the program, the student must complete the undergraduate work, but the undergraduate credits/courses (which are entered in the **Compliance Courses** field) do not accumulate toward the graduate program's minimum required credits/courses. To achieve this, you could define the undergraduate requirements as an area with zero compliance credits/courses, and then the work would not accumulate toward the program.
Compliance Courses	Number of courses to be applied towards the program's minimum course requirement for the area. Use this field to override the actual number of courses that would normally be accumulated by the area to the program. An example is provided in the description of the **Compliance Credits** field.
Minimum Course Grade	Code of the minimum grade that must be earned for the course to satisfy the area's requirements. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Minimum Area GPA	Lowest acceptable area GPA a student can have to satisfy the area's requirements. This is calculated from the grades received in native-level courses used to satisfy the requirements of the area.
Default Within Indicator	Checkbox used to indicate whether a course and its attribute(s) can be used to satisfy more than one detail requirement within the area.

Fields	Descriptions
Default Course Reuse	Default course reuse rule to be used by compliance. If a different reuse rule has been designated for a program to which this area is attached, the program-level rule overrides the area-level rule. Values in the pull-down list are *None*, *In*, *Out*, and *Both*. *None* is the default. See "Reuse" on page 2-2 for more information about reuse in CAPP.
Default Attribute Reuse	Default attribute reuse rule to be used by compliance. If a different reuse rule has been designated for a program to which this area is attached, the program-level rule overrides the area-level rule. Values in the pull-down list are *None*, *In*, *Out*, and *Both*. *None* is the default.
Default Priority	Default priority for the area when the area is attached to a program. If the area is dynamic and is not attached to a non-captive program, the default priority specifies the order in which the area is processed by compliance, unless dynamic area overrides are defined for the program.
Default Year Limit	Number of years old a course can be to satisfy the area's requirements. When a compliance request is processed, the evaluation term entered for the compliance request is used in conjunction with this field to determine how far back to go in a student's academic history to retrieve valid courses. CAPP checks the earliest term in the furthest year of the course year limit you set. *Example:* The course year limit is five, and the user enters an evaluation term of 200620. When processing the request, CAPP considers courses back to 200110, which is the first term in the academic year five years back from 2006.

More buttons in the Area General Requirement Adjustments window

Mouse	*Keyboard*	*Result*
Copy	Duplicate Record	Copies general requirements from a prior term range to a new effective term range

Default Area General Requirements Window

Use the Default Area General Requirements window to copy an existing area's general requirements to a student's area adjustment record.

Note: This window is available only if no area-level general requirements have been defined for the student's area adjustment record.

When you access this window, the form name changes to Area Requirements (SMQSADF), although the window can be accessed only from the Area General Requirements Adjustments window of the Student Area Adjustments Form (SMASARA).

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Fields	Descriptions		
Default From Area	Area from which to copy general requirements. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA).		
	(lookup)	Count Hits	Existing Area Inquiry Form (SMIAREA)
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.		
Area Rules Term	Term from which to copy general requirements. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Area Inquiry Form (SMIAREA)

More buttons in the Default Area General Requirements window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies general requirements to the area adjustment record

Area Text Window

Use the Area Text window to enter text that describes the area and to indicate a print code that specifies how the text is used in compliance output.

This window is composed of the Display-Only block and the Area Text block.

Display-Only Block

This block displays the term range for the area text adjustments.

Fields	**Descriptions**
From Term	First term in which this text is in effect.
To Term	Last term in which this text is in effect.

More buttons in the Area Text window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies text from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the key block to the **To Term** field

Area Text Block

Use this block to enter or display the text for the area adjustment specified in the Key Block of the main window.

Fields	**Descriptions**
Text	Text associated with the area.

Note: There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.

Fields	Descriptions
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Default Area Text Window

Use the Default Area Text window to copy an existing area's text to a student's area adjustment record.

Note: This window is available only if no area-level text has been defined for the student's area adjustment record.

When you access this window, the form name changes to Area Requirements (SMQSADF), although the window can be accessed only from the Area Text window of the Student Area Adjustments Form (SMASARA).

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Fields	Descriptions
Default From Area	Area from which to copy area text. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA). (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.

Fields	Descriptions		
Area Rules Term	Term from which to copy area text. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Area Inquiry Form (SMIAREA)

More buttons in the Default Area Text window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies text to the area adjustment record

Include/Exclude Course Level Window

Use the Include/Exclude Course Level window to enter adjustments to included/excluded course levels to a student's area adjustment record.

For included levels, you can also define:

- A minimum grade
- Maximum credits and/or maximum number of courses

Courses at excluded levels are not considered toward satisfying an area's requirements. Courses at included levels can satisfy area requirements and count toward the area's minimum credit requirements, but they are not used to calculate grade point averages within the area.

This window is composed of the Display-Only block and the Course Level Inclusions/Exclusions Adjustments block.

Display-Only Block

This block displays the term range for the area course level inclusions/exclusions adjustments.

Fields	Descriptions
From Term	First term in which this set of inclusions/exclusions is in effect.
To Term	Last term in which this set of inclusions/exclusions is in effect.

More buttons in the Include/Exclude Course Level window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies additional course levels from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the key block to the **To Term** field

Course Level Inclusions/exclusions Block

Use this block to enter or display the course level inclusions/exclusions adjustments for the area specified in the Key Block of the main window.

Fields	**Descriptions**
Include/Exclude	Radio button group to specify whether the course level is to be included or excluded. Required.
Level	Code of the course level to be included or excluded. Required. Select the Search button for this field to display the Level Codes (STVLEVL) list. (lookup) List Level Codes (STVLEVL)
Description	Description of the course level. Display only.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the area's requirements. If the course level is being excluded, this field is unavailable. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Maximum Credits	Maximum number of credits from an included course level that can be used to satisfy area requirements.

Fields	Descriptions
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Maximum Courses	Maximum number of courses from an included course level that can be used to satisfy area requirements.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)

Default Additional Course Levels to Include/Exclude Window

Use the Default Additional Course Levels to Include/Exclude window to copy an existing area's included/excluded course levels to a student's area adjustment record.

Note: This window is available only if no area-level additional course levels have been defined for the student's area adjustment record.

When you access this window, the form name changes to Area Requirements (SMQSADF), although the window can be accessed only from the Include/Exclude Course Level window of the Student Area Adjustments Form (SMASARA).

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Fields	Descriptions
Default From Area	Area from which to copy included/excluded course levels. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA). (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)

Fields	Descriptions
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy included/excluded course levels. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List — Catalog Term Codes List (lookup) Count Hits — Existing Area Inquiry Form (SMIAREA)

More buttons in the Default Additional Course Levels to Include/Exclude window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies additional course levels to the area adjustment record

Restricted Subjects/Attributes Window

Use the Restricted Subjects/Attributes window to adjust restrictions placed on certain subjects or attributes from being used to satisfy requirements within this area. Restrictions can be absolute (that is, none of the subjects or attributes can be used), or you can limit the number of subjects and/or attributes that can be used.

A restriction must include at least one of the fields. If more than one restriction is specified (for example, **Subject**, **Course Number Low**, and **Course Attribute**), a course is restricted only if it meets all of the criteria.

This window is composed of the Display-Only block and the Subject/Attribute Restrictions Adjustments block.

Display-Only Block

This block displays the term range for the area subject/attribute restrictions adjustments.

Fields	Descriptions
From Term	First term in which this set of restrictions is in effect.
To Term	Last term in which this set of restrictions is in effect.

More buttons in the Display-Only block

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies restricted subjects/attributes from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the key block to the **To Term** field

Subject/Attribute Restrictions Adjustments Block

Use this block to enter or display the subject/attribute restrictions adjustments for the area specified in the Key Block of the main window.

Fields	**Descriptions**		
Campus	Code of the campus associated with the restriction. Select the Search button for this field to display the Campus Codes (STVCAMP) list.		
	(lookup)	List	Campus Codes (STVCAMP)
College	Code of the college associated with the restriction. Select the Search button for this field to display the College Codes (STVCOLL) list.		
	(lookup)	List	College Codes (STVCOLL)
Department	Code of the department associated with the restriction. Select the Search button for this field to display the Department Codes (STVDEPT) list.		
	(lookup)	List	Department Codes (STVDEPT)
Subject	Code of the subject associated with the restriction. Select the Search button for this field to display the Subject Codes (STVSUBJ) list.		
	(lookup)	List	Subject Codes (STVSUBJ)

Fields	Descriptions
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Course Number High	Highest number in a range of restricted courses. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Attribute	Code of the course attribute associated with the restriction. Select the Search button for this field to display the Degree Program Attributes (STVATTR) list. (lookup) List Degree Program Attributes (STVATTR)
Maximum Credits	Maximum number of credits that can be taken within the restriction.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Maximum Courses	Maximum number of courses that can be taken within the restriction.

Fields	Descriptions
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)
Text	This checkbox is selected if text has been associated with the selected restriction. Display only. (lookup) Edit Restricted Subjects/Attributes Text window

More buttons in the Subject/Attribute Restrictions Adjustments block

Mouse	*Keyboard*	*Result*
Comments	Edit	Opens the Restricted Subjects/ Attributes Text window

Default Restricted Subjects/Attributes Window

Use the Default Restricted Subjects/Attributes window to copy an existing area's restricted subjects and attributes to a student's area adjustment records.

Note: This window is available only if no area-level restricted subjects/attributes have been defined for the student's area adjustment record.

When you access this window, the form name changes to Area Requirements (SMQSADF), although the window can be accessed only from the Restricted Subjects/Attributes window of the Student Area Adjustments Form (SMASARA).

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Fields	Descriptions
Default From Area	Area from which to copy restricted subjects and attributes. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA). (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.

Fields	Descriptions		
Area Rules Term	Term from which to copy restricted subjects and attributes. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Area Inquiry Form (SMIAREA)

More buttons in the Default Restricted Subjects/Attributes window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies restricted subjects/attributes to the area adjustment record

Restricted Subjects/Attributes Text Window

Use the Restricted Subjects/Attributes Text window to enter descriptive information about the restriction selected in the Restricted Subjects/Attributes window.

This window is composed of the Display-Only block and the Subject/Attribute Restrictions Text Adjustments block.

Display-Only Block

This block displays details about the record for which area subject/attribute restrictions adjustments text is being entered or displayed.

Fields	Descriptions
From Term	First term in which this restriction is in effect.
To Term	Last term in which this restriction is in effect.
Campus	Code of the campus associated with the restriction.
College	Code of the college associated with the restriction.
Department	Code of the department associated with the restriction.
Subject	Code of the subject associated with the restriction.

Fields	Descriptions
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses.
Course Number High	Highest number in a range of restricted courses.
Attribute	Code of the attribute associated with the restriction.

Subject/Attribute Restrictions Adjustments Text Block

Use this block to enter or display the subject/attribute restrictions adjustments text for the area specified in the Key Block of the main window.

Fields	Descriptions
Text	Text associated with the restriction. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Area Restricted Grades Window

Use the Area Restricted Grades window to define those grades that should be restricted or limited when applying a student's courses toward the area's requirements.

Grade restrictions defined in this window apply only to those grade codes that have the same course level defined the Grade Code Maintenance Form (SHAGRDE) as the native course level for the area. Also, restrictions defined in this window apply

only to the specific grade codes being restricted. The restrictions are not applied to grade codes that have a lower numeric value.

This window is composed of the Display-Only block and the Grade Restrictions Adjustments block.

Display-Only Block

This block displays the term range for the area grade restrictions adjustments.

Fields	Descriptions
From Term	First term in which this set of restrictions is in effect.
To Term	Last term in which this set of restrictions is in effect.

More buttons in the Display-Only block

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies restricted grades from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the key block to the **To Term** field

Grade Restrictions Adjustments Block

Use this block to enter or display the grade restrictions adjustments for the area specified in the Key Block of the main window.

Fields	Descriptions
Grade	Code of the grade associated with this restriction. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Maximum Credits	Maximum number of credits with the restricted grade that can be used to satisfy area requirements.

Fields	Descriptions
Connector	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Maximum Courses	Maximum number of courses with the restricted grade that can be used to satisfy area requirements.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)
Text	This checkbox is selected if text has been associated with the selected grade restriction. Display only. (lookup) Edit Restricted Grades Text window

More buttons in the Area Restricted Grades Window

Mouse	*Keyboard*	*Result*
Comments	Edit	Opens the Restricted Grades Text window

Default Restricted Grades Window

Use the Default Restricted Grades window to copy an existing area's restricted grades to a student's program requirements.

Note: This window is available only if no area-level restricted grades have been defined for the student's area adjustment record.

When you access this window, the form name changes to Area Requirements (SMQSADF), although the window can be accessed only from the Area Restricted Grades window of the Student Area Adjustments Form (SMASARA).

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Fields	Descriptions
Default From Area	Area from which to copy restricted grades. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA). (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy restricted grades. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)

More buttons in the Default Restricted Grades window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies restricted grades to the area adjustment record

Restricted Grades Text Window

Use the Restricted Grades Text window to enter descriptive comments for the grade restriction selected in the Area Restricted Grades window.

This window is composed of the Display-Only block and the Grade Restrictions Text Adjustments block.

Display-Only Block

This block displays details about the record for which area grade restrictions adjustments text is being entered or displayed.

Fields	Descriptions
From Term	First term in which this restriction is in effect.

Fields	Descriptions
Restricted Grade	Code of the restricted grade associated with this text.
To Term	Last term in which this restriction is in effect.

Grade Restrictions Adjustments Text Block

Use this block to enter or display the grade restrictions adjustments text for the area specified in the Key Block of the main window.

Fields	Descriptions
Text	Text associated with the grade restriction. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Valid Programs Window

Adjusted area requirements can be defined globally or limited to one or more specific programs. Use the Valid Programs window to specify the program(s) for which the area adjustments are valid if they should be limited. If no entries are made in the Valid Programs window for adjusted area requirements, they are treated as global adjustments and are used instead of the standard area requirements in all compliance evaluations for the student.

This window is composed of the Display-Only block and the Programs block.

Display-Only Block

This block displays the term range for the program adjustments.

Fields	Descriptions
From Term	First term in which this set of restrictions is in effect.
To Term	Last term in which this set of restrictions is in effect.

More buttons in the Display-Only block

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies program codes from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the key block to the **To Term** field

Programs Block

Use this block to enter or display the program adjustments for the area specified in the Key Block of the main window.

Fields	Descriptions		
Program	Code of the program(s) in which the adjusted area requirements are to be included. Select the Search button for this field to display the Option List.		
	(lookup)	List	Existing Program Inquiry Form (SMIPROG)
	(lookup)	Count Hits	Program Definition Rules Form (SMAPRLE)
Description	Description of the program code, automatically displayed when a valid program code is entered. Display only.		

Area Adjustment Tracking Window

Use the Area Adjustment Tracking window to view an audit trail of all adjustment actions. One audit trail record is automatically written for each table/ effective term/user/date combination. You can also enter comments associated with each audit trail entry.

This window is composed of the Display-Only block and the Tracking Text block.

Display-Only Block

This block displays details about record for which adjustment tracking text is being entered or displayed.

Fields	Descriptions
Table	Seven-character name and full name of the table for which the adjustment was made. For searches, select the Search button for this field to display the Other Adjustment Tracking Tables List. (lookup) List Other Adjustment Tracking Tables List
Term	Code of the term for which the adjustment was effective. Display only. For searches, select the Search button for this field to display the Other Adjustment Tracking Terms List. (lookup) List Other Adjustment Tracking Terms List
User	Banner ID of the person who made the adjustment.
Activity Date	Date on which the adjustment was made.

Tracking Text Block

Use this block to enter or display the adjustment tracking text for the area specified in the Key Block of the main window.

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Fields	Descriptions
Tracking Text	Text associated with the adjustment. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Activity Date	Date on which the text was entered or modified.

Group Attachment Form (SMQSAGR)

Use the Group Attachment Form (SMQSAGR) to adjust group attachments for the area being adjusted.

The only way to access this form is to select the Group Attachment button on the main window of the Student Area Adjustment Form (SMASARA). You cannot access it any other way.

This form includes the following windows:

- "Main Window" on page 9-69
- "Group Attachment Rules Window" on page 9-72
- "Group Attachment Rule Text Window" on page 9-76

Main Window

The main window is composed of the Display-Only block and the Group Attachment block.

Display-Only Block

This block display details about the record selected in the Key Block of the Student Area Adjustment Form (SMASARA).

Fields	Descriptions
ID	Banner ID of the person for whom you are adjusting area requirements.
Term	Term in which the area adjustments began.
Area	Code of the area for which requirements are being adjusted.
Catalog	Academic year to which the term belongs.
Student Level	Student level associated with the area.
Course Level	"Native" course level associated with the area.
From Term	First term in which this set of attachments is in effect.
To Term	Last term in which this set of attachments is in effect.

More buttons in the Display-Only block

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies attachments from a prior term range to a new effective term range
Maintenance	Duplicate Field	Copies the term code in the key block to the **To Term** field

Group Attachment Block

Use this block to enter or display the group attachments adjustments for the area specified in the Display-Only block.

Fields	**Descriptions**
Set	User-defined identifier for the set to which this requirement belongs, if applicable. The value can be alphanumeric, but must begin with an alpha character. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	User-defined identifier for the rule for this requirement, if applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area. See "Rules" on page 2-13 for more information about rules. Select the Search button for this field to display the Group Attachment Rules window. (lookup) Edit Group Attachment Rules window

Fields	Descriptions
Group	Code for the group being attached. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP) list. (lookup) List Existing Group Inquiry Form (SMIGROP)
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)
Adjusted Credits	Number of credits that can accumulate toward group, area, and program minimum credit requirements, even though the group has been waived. Credits can be entered only when a waiver action code that counts is entered. **Note:** A waiver action code that counts is one in which the requirement is waived and the credits that were associated with the original requirement are "counted" as waived. Waiver action codes that do not count waive the original requirement, but the credits associated with the original requirement need to be made up from elsewhere.
Adjusted Courses	Number of courses that can accumulate toward group, area, and program minimum courses requirements, even though the group has been waived. Courses can be entered only when a waiver action code that counts is entered.
Course Re-Use	Specify the reuse rules for courses between the groups attached to the area. Valid options are *None*, *In*, *Out* and *Both*. *None* is the default. See "Reuse" on page 2-2 for more information about reuse in CAPP.
Attribute Re-Use	Specify the reuse rules for course attributes between the groups attached to the area. Valid options are *None*, *In*, *Out* and *Both*. *None* is the default.

Fields	Descriptions
Within Indicator	Checkbox used to indicate whether within reuse is allowed. When this checkbox is selected, different components of the same course (for example, the course itself and one of the course's attributes) can both be used within the same group.
Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.

Group Attachment Rules Window

Use the Group Attachment Rules window if you need to define very complicated requirements that cannot be easily configured using Boolean logic.

Attachment rules use the same variables as other attachments, but add the concept of *conditions*. Rules allow you to specify the number of conditions that must be satisfied and also allow you to place requirements and restrictions on conditions.

After you define the number of conditions in the upper portion of the window, you must save your changes before you can define the conditions in the lower portion of the window.

This window is composed of the Rule Umbrella block and the Rule Detail block.

Rule Umbrella Block

Use this block to define the rule umbrella.

Fields	Descriptions
From Term	First term in which this rule is in effect. Display only.
To Term	Last term in which this rule is in effect. Display only.

Fields	Descriptions
Rule	Set based on the rule code entered in the Group Attachment and Management window. Display only. (lookup) Edit Group Attachment Rule Text window
Description	Description of the rule. Required.
Rule Text	Checkbox used to indicate whether text has been associated with this rule. Use the Search button to access the Group Attachment Rule Text window.
Required Number of Conditions	Number of conditions required for this rule.

More buttons in the Display-Only block

Mouse	*Keyboard*	*Result*
Comments	Edit	Opens the Group Attachment Rule Text window

Rule Detail Block

This block displays the detail for the rule umbrella.

Fields	Descriptions
Condition	Condition defined on this row. Display only. The system determines conditions based on the way in which you define the detail lines. For example, all entries using the same set will have a single condition number, because all are part of one condition. Review the condition indicators to determine whether you have defined the detail requirements correctly and to understand how compliance interprets the required number of conditions specified in your rule umbrella.

Fields	Descriptions
Set	User-defined identifier for the set to which this requirement belongs, if applicable. The value can be alphanumeric, but must begin with an alpha character. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	User-defined identifier for the rule for this requirement, if applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area. See "Rules" on page 2-13 for more information about rules. Select the Search button for this field to display the Course/Attribute Attachment Rules window. (lookup) Edit Course/Attribute Attachment Rules window
Group	Code of the group being attached. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP) list. (lookup) List Existing Group Inquiry Form (SMIGROP)
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)

Fields	Descriptions
Adjusted Credits	Number of credits that can accumulate toward group, area, and program minimum credit requirements, even though the group has been waived. Credits can be entered only when a waiver action code that counts is entered. **Note:** A waiver action code that counts is one in which the requirement is waived and the credits that were associated with the original requirement are "counted" as waived. Waiver action codes that do not count waive the original requirement, but the credits associated with the original requirement need to be made up from elsewhere.
Adjusted Courses	Number of courses that can accumulate toward group, area, and program minimum courses requirements, even though the group has been waived. Courses can be entered only when a waiver action code that counts is entered.
Course Re-Use	Specify the reuse rules for courses within the group. Valid options are *None*, *In*, *Out* and *Both*. *None* is the default. See "Reuse" on page 2-2 for more information about reuse in CAPP.
Attribute Re-Use	Specify the reuse rules for course attributes within the group. Valid options are *None*, *In*, *Out* and *Both*. *None* is the default.
Within Indicator	Checkbox used to indicate whether within reuse is allowed. When this checkbox is selected, different components of the same course (for example, the course itself and one of the course's attributes) can both be used within the same group.
Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.

Group Attachment Rule Text Window

Use the Group Attachment Rule Text window to enter text for the group attachment rule.

Fields	Descriptions
Text	Text associated with the group attachment rule. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Area Course/Attribute Attachment Form (SMQSACR)

Use the Area Course/Attribute Attachment Form (SMQSACR) to adjust course/attribute detail requirements for a student's area adjustment records.

The only way to access this form is to select the Course Attachment button on the main window of the Student Area Adjustment Form (SMASARA). You cannot access it any other way.

This form includes the following windows:

- "Main Window" on page 9-77
- "Default Detail Attachments Window" on page 9-86
- "Include/Exclude Course Level Window" on page 9-86
- "Course/Attribute Text Window" on page 9-89
- "Course/Attribute Exclusions Window" on page 9-91
- "Course/Attribute Attachment Rules Window" on page 9-95

- "Course Attachment Rule Text Window" on page 9-105
- "Rule Course/Attribute Text Window" on page 9-106
- "Include/Exclude Rule Course Level Window" on page 9-108
- "Rule Course/Attribute Exclusions Window" on page 9-110

Main Window

The main window is composed of the Display-Only block and the Course Attachment block.

Display-Only Block

This block display details about the record selected in the Key Block of the Student Area Adjustment Form (SMASARA).

Fields	Descriptions
ID	Banner ID of the person for whom you are adjusting area requirements.
Term	Term in which the area adjustments began.
Area	Code of the area for which requirements are being adjusted.
Catalog	Academic year to which the term belongs.
Student Level	Student level associated with the area.
Course Level	"Native" course level associated with the area.

Course Attachment Block

Use this block to enter or display the course attachments adjustments for the area specified in the Display-Only block.

Fields	Descriptions
From Term	First term in which this set of attachments is in effect. Display only.
To Term	Last term in which this set of attachments is in effect. Display only.

Fields	Descriptions
Data Exists Indicator (untitled)	Indicator for whether data exists for the row. If so, an asterisk (*) is displayed in this field. Display only.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. The value can be alphanumeric, but must begin with an alpha character. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	User-defined identifier for the rule for this requirement, if applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area. See "Rules" on page 2-13 for more information about rules. Select the Search button for this field to display the Course/Attribute Attachment Rules window. (lookup) Edit Course/Attribute Attachment Rules window
Subject	Code of the subject associated with the required course. Select the Search button for this field to display the Subject Validation (STVSUBJ) list. (lookup) List Subject Validation (STVSUBJ)
Course Number Low	Course number that, when combined with the subject code, is a specifically required course, or the lowest number in a range of courses that can satisfy the requirement. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List

Fields	Descriptions
Course Number High	Highest number in a range of courses that can satisfy the requirement. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Use Catalog	Checkbox used to indicate whether the system should use only those courses within the range specified in the **Course Number Low** and **Course Number High** fields that are defined in your course catalog. If this checkbox is cleared, compliance will use any course the student has completed (for example, academic history or transfer) in-progress or planned to attempt to meet the requirement.
Course Attribute	Code of the course attribute associated with this requirement, if applicable. You can define a requirement as a single course attribute, so that any course with the attribute satisfies the requirement, or as a combination of values, so that a course must meet all of the specifications to satisfy the requirement. Select the Search button for this field to display the Degree Program Attribute Validation (STVATTR) list. (lookup) List Degree Program Attribute Validation (STVATTR)

Fields	Descriptions
Student Attribute	Code of the student attribute associated with this requirement, if applicable. If a requirement is for a student attribute, the only other values for the requirement that can be definedare: • **Set** • **Subset** • **Compliance Credits** • **Compliance Courses** Select the Search button for this field to display the Student Attribute Validation (STVATTS) list. (lookup) List Student Attribute Validation (STVATTS)
Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.
Minimum Grade	Minimum grade earned for the course to satisfy the requirement. **Note:** The restriction applies only to grade codes with levels that match the native course level for the area. Minimum grades can also be defined at the program, area, or group level. If a minimum grade is already in effect at a higher level, you can be more restrictive for the detail requirement, but you cannot be less restrictive at a lower level. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Minimum Credits Per Course	Minimum number of credits earned for the course to satisfy the requirement.

Fields	Descriptions
Maximum Credits Per Course	Maximum number of credits for the course to satisfy the requirement.
Use Split Courses	Checkbox used to indicate whether the remaining number of credits from a course that was partially used to satisfy another requirement can be used to satisfy this one. Course credits are split only when a requirement or restriction has a maximum number of credits. The **Maximum Credits** field controls whether a course will be split if it has more credits than are required to satisfy a requirement or would cause a restriction to be exceeded. *Example:* A student who is an English major has taken ENGL 1050 (a literature course [attribute = *LIT*] that can be taken for variable credits based on the amount of outside reading) for 4 credits. The English major requires exactly 3 credits in ENGL 1050 (required minimum credits = *3* and required maximum credits = *3*), and also requires at least 6 credits in literature courses (attribute = *LIT*). If the literature attribute requirement allows split courses to be used, the remaining 1 credit from ENGL 1050 would be applied to the attribute requirement.
Required Credits	Minimum number of credits required to satisfy the requirement.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits** field or the **Required Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Required Courses	The minimum number of courses required in order to satisfy this requirement. Optional.

Fields	Descriptions
Maximum Credits	Maximum number of credits from a course or range of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Courses	Maximum number of courses that can be used to satisfy this requirement.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken to satisfy this requirement. If a value is entered, it must be equal to or greater than the start term. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Use Transfer Courses	Checkbox used to indicate whether transfer work can be used to satisfy this requirement.

Fields	Descriptions
Maximum Transfer Credits	Maximum number of transfer credits from a course or range of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Transfer Credits** field or the **Maximum Transfer Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Transfer Courses	Maximum number of transfer courses that can be used to satisfy this requirement.
Count in GPA	Checkbox used to indicate whether work used to satisfy this requirement should be used in GPA calculations.
Compliance Credits	Number of credits that can accumulate toward area and program general requirements after this requirements is satisfied. The value can be higher or lower than the actual number of credits used.

Fields	Descriptions
Compliance Courses	Number of courses that can accumulate toward area and program general requirements after this requirement is satisfied. The value can be higher or lower than the actual number of courses used. When compliance credits/courses are specified, the detail requirements are processed normally, but the compliance credits/courses are used *instead of* the actual credits/courses. Compliance credits/courses are used only in the calculation of group, area, or program total required credits/courses. *Example:* You require that a student take at least two physical education courses, but the physical education credits do not accumulate toward the requirements for the degree. You define the requirement to include the courses that satisfy the requirement, but set compliance credits and courses to *0*.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)
Adjusted Credits	Number of credits that can accumulate toward group, area, and program minimum credit requirements, even though the requirement has been waived. Credits can be entered only when a waiver action code that counts is entered. **Note:** A waiver action code that counts is one in which the requirement is waived and the credits that were associated with the original requirement are "counted" as waived. Waiver action codes that do not count waive the original requirement, but the credits associated with the original requirement need to be made up from elsewhere.
Adjusted Courses	Number of courses that can accumulate toward group, area, and program minimum courses requirements, even though the requirement has been waived. Courses can be entered only when a waiver action code that counts is entered.

Fields	Descriptions
Campus	Code of the campus associated with the requirement, if the course must be taken on a specific campus to satisfy the requirement. Course campus is associated only with institutional work, not transfer work. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Campus Validation (STVCAMP)
College	Code of the college associated with the requirement, if the course must be taken at a specific college to satisfy the requirement. Course college is associated only with institutional work, not transfer work. Select the Search button for this field to display the College Validation (STVCOLL) list. (lookup) List College Validation (STVCOLL)
Department	Code of the department associated with the requirement, if the course must be taken within a specific department to satisfy the requirement. Course department is associated only with institutional work, not transfer work. Select the Search button for this field to display the Department Validation (STVDEPT) list. (lookup) List Department Validation (STVDEPT)

More buttons in the main window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies attachments from a prior term range to a new effective term range
Maintenance	Duplicate Field	Copies the term code in the key block to the **To Term** field

Default Detail Attachments Window

Use the Default Detail Attachments window to copy an existing area's course attachments to another area.

Note: This window is available only if no area-level course attachments have been defined for the student's area adjustment record.

When you access this window, the form name changes to Area Requirements (SMQSADF), although the window can be accessed only from the key block of the Area Course/Attribute Attachment Form (SMQSACR).

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Fields	Descriptions		
Default From Area	Area from which to copy course attachments. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA).		
	(lookup)	Count Hits	Existing Area Inquiry Form (SMIAREA)
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.		
Area Rules Term	Term from which to copy course attachments. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Area Inquiry Form (SMIAREA)

More buttons in the Default Detail Attachments window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies attachments to the area adjustment record

Include/Exclude Course Level Window

You can enter course level inclusions/exclusions that apply to a specific requirement on the Include/Exclude Course Level window. Detail requirements are already controlled by any level inclusions/exclusions defined at the program or area level. You can be more restrictive than at a higher level, but you cannot override additional level rules defined at a higher level.

This window is composed of the Display-Only block and the Course Level Inclusions/Exclusions Adjustments block.

Display-Only Block

This block displays details about the record specified in the main window.

Fields	Descriptions
From Term	First term in which this requirement is in effect.
To Term	Last term in which this requirement is in effect.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number associated with the requirement, or the lowest number in a range of required courses, if defined.
Course Number High	Highest number in a range of required courses, if defined.
Course Attribute	Code of the course attribute associated with the requirement, if any.
Student Attribute	Code of the student attribute associated with the requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See “Sets and Subsets” on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Course Level Inclusions/Exclusions Adjustments Block

Use this block to enter or display the course level inclusions/exclusions adjustments for the record specified in the Display-Only block.

Fields	Descriptions
Include/Exclude	Radio button group to specify whether the course level is to be included or excluded.
Level	Code of the level to be included or excluded. Required. Select the Search button for this field to display the Level Code Validation (STVLEVL) list. (lookup) List Level Code Validation (STVLEVL)
Description (untitled)	Description associated with the level code, automatically displayed when a value is entered in the **Level** field. Display only.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the requirement. If the course level is being excluded, this field is unavailable. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Maximum Credits	Maximum number of credits that can be considered from an included level.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Maximum Courses	Maximum number of courses that can be considered from an included level.

Fields	Descriptions
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)

Course/Attribute Text Window

Use the Course/Attribute Text window to enter text for each detail attachment.

This window is composed of the Display-Only block and the Course/Attribute Text Adjustments block.

Display-Only Block

This block displays details about the record specified in the main window.

Fields	Descriptions
From Term	First term in which this requirement is in effect.
To Term	Last term in which this requirement is in effect.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number associated with the requirement, or the lowest number in a range of required courses, if defined.
Course Number High	Highest number in a range of required courses, if defined.
Course Attribute	Code of the course attribute associated with the requirement, if any.

Fields	Descriptions
Student Attribute	Code of the student attribute associated with the requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Course/Attribute Text Adjustments Block

Use this block to enter or display the course/attribute text adjustments for the record specified in the Display-Only block.

Fields	Descriptions
Text	Text associated with the detail requirement. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Course/Attribute Exclusions Window

Use the Course/Attribute Exclusions Window to exclude courses or attributes from a detail requirement.

For example, if you have specified that a range of courses is included but need to exclude two courses within that range, you use this window to define the exclusions.

This window is composed of the Display-Only block and the Course/Attribute Exclusions Adjustments block.

Display-Only Block

This block displays details about the record specified in the main window.

Fields	Descriptions
From Term	First term in which this requirement is in effect.
To Term	Last term in which this requirement is in effect.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number associated with the requirement, or the lowest number in a range of required courses, if defined.
Course Number High	Highest number in a range of required courses, if defined.
Course Attribute	Code of the course attribute associated with the requirement, if any.
Student Attribute	Code of the student attribute associated with the requirement, if any.

Fields	Descriptions
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See “Sets and Subsets” on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Course/Attribute Exclusions Adjustments Block

Use this block to enter or display the course/attribute exclusions adjustments for the record specified in the Display-Only block.

Fields	Descriptions
Campus	Campus code associated with the course(s) the being excluded, indicating that the detail requirement cannot be satisfied by a course taken on the specified campus. Course campus is associated only with institutional work, not transfer work. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Campus Validation (STVCAMP)
College	College code associated with the course(s) the being excluded, indicating that the detail requirement cannot be satisfied by a course offered by the specified college. Course college is associated only with institutional work, not transfer work. Select the Search button for this field to display the College Validation (STVCOLL) list. (lookup) List College Validation (STVCOLL)

Fields	Descriptions
Department	Department code associated with the course(s) the being excluded, indicating that the detail requirement cannot be satisfied by a course offered by the specified department. Course department is associated only with institutional work, not transfer work. Select the Search button for this field to display the Department Validation (STVDEPT) list. (lookup) List Department Validation (STVDEPT)
Subject	Code of the subject being excluded from satisfying the detail requirement. Select the Search button for this field to display the Subject Validation (STVSUBJ) list. (lookup) List Subject Validation (STVSUBJ)
Course Number Low	Course number that is being excluded, or the lowest number in a range of excluded courses. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Course Number High	Highest number in a range of excluded courses. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Course Attribute	Code of the course attribute excluded from satisfying the detail requirement. You can define a requirement as a single course attribute, so that any course with the attribute is excluded, or as a combination of values, so that a course must meet all of the specifications to be excluded. Select the Search button for this field to display the Degree Program Attribute Validation (STVATTR) list. (lookup) List Degree Program Attribute Validation (STVATTR)

Fields	Descriptions
Student Attribute	Code of the student attribute excluded from satisfying the detail requirement. If a requirement is for a student attribute, no other exclusions can be defined for this row. Select the Search button for this field to display the Student Attribute Validation (STVATTS) list. (lookup) List Student Attribute Validation (STVATTS)
Must Take In or After Term	Earliest term in which a course can be taken for this exclusion to apply. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken for this exclusion to apply. If a value is entered, it must be equal to or greater than the start term. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)

Course/Attribute Attachment Rules Window

Use the Course/Attribute Attachment Rules window if you need to define very complicated requirements that cannot be easily configured using Boolean logic.

Attachment rules use the same variables as other attachments, but add the concept of *conditions*. Rules allow you to specify the number of conditions that must be satisfied and also allow you to place requirements and restrictions on conditions.

After you define the number of conditions in the upper portion of the window, you must save your changes before you can define the conditions in the lower portion of the window.

This window is composed of the Rule Umbrella block and the Rule Detail block.

Rule Umbrella Block

Use this block to define the rule umbrella.

Fields	Descriptions
From Term	First term in which this rule is in effect. Display only.
To Term	Last term in which this rule is in effect. Display only.
Rule	Rule code entered in **Rule** field in the Course/Attribute Attachment window. Display only. (lookup) Edit Course Attachment Rule Text window
Description	Description of the rule. Required.
Rule Text	Checkbox used to indicate whether text has been associated with this rule. Use the Search button to access the Course Attachment Rule Text window.
Required Number of Conditions	Number of conditions required for this rule.
Required Credits Per Condition	Number of required credits for each condition, if appropriate.

Fields	Descriptions
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits Per Condition** field or the **Required Courses Per Condition** field, or both. Use the **Connector** radio button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Required Courses Per Condition	Number of required courses for each condition.
Maximum Credits Per Condition	Maximum number of credits that can be used per condition.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits Per Condition** field or the **Maximum Courses Per Condition** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Courses Per Condition	Maximum number of courses that can be used per condition.
Total Required Credits	Total number of credits required to satisfy the entire rule.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Total Required Credits** field or the **Total Required Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)

Fields	Descriptions
Total Required Courses	Total number of courses required to satisfy the entire rule.
Total Maximum Credits	Maximum number of credits which may be used to satisfy the entire rule.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Total Maximum Credits** field or the **Total Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Total Maximum Courses	Maximum number of courses that can be used to satisfy the entire rule.

More buttons in the Display-Only block

Mouse	*Keyboard*	*Result*
Comments	Edit	Opens the Course Attachment Rule Text window

Rule Detail Block

This block displays the detail for the rule umbrella.

Fields	Descriptions
Data Exists Indicator (untitled)	Indicator for whether data exists for the row. If so, an asterisk (*) is displayed in this field. Display only.
Condition	Condition defined on this row. Display only. The system determines conditions based on the way in which you define the detail lines. For example, all entries using the same set will have a single condition number, because all are part of one condition. Review the condition indicators to determine whether you have defined the detail requirements correctly and to understand how compliance interprets the required number of conditions specified in your rule umbrella.

Fields	Descriptions
Set	User-defined identifier for the set to which this requirement belongs, if applicable. The value can be alphanumeric, but must begin with an alpha character. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	User-defined identifier for the rule for this requirement, if applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area. See "Rules" on page 2-13 for more information about rules. (lookup) Edit Course/Attribute Attachment Rules window
Subject	Code of the subject associated with the required course. Select the Search button for this field to display the Subject Validation (STVSUBJ) list. (lookup) List Subject Validation (STVSUBJ)
Course Number Low	Course number that, when combined with the subject code, is a specifically required course, or the lowest number in a range of courses that can satisfy the requirement. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List

Fields	Descriptions
Course Number High	Highest number in a range of courses that can satisfy the requirement. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Use Catalog	Checkbox used to indicate whether the system should use only those courses within the range specified in the **Course Number Low** and **Course Number High** fields that are defined in your course catalog. If this checkbox is cleared, compliance will use any course the student has completed (for example, academic history or transfer) in-progress or planned to attempt to meet the requirement.
Course Attribute	Code of the course attribute associated with this requirement, if applicable. You can define a requirement as a single course attribute, so that any course with the attribute satisfies the requirement, or as a combination of values, so that a course must meet all of the specifications to satisfy the requirement. Select the Search button for this field to display the Degree Program Attribute Validation (STVATTR) list. (lookup) List Degree Program Attribute Validation (STVATTR)

Fields	Descriptions
Student Attribute	Code of the student attribute associated with this requirement, if applicable. If a requirement is for a student attribute, the only other values for the requirement that can be defined are: • **Set** • **Subset** • **Compliance Credits** • **Compliance Courses** Select the Search button for this field to display the Student Attribute Validation (STVATTS) list. (lookup) List Student Attribute Validation (STVATTS)
Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.
Minimum Grade	Minimum grade earned for the course that can satisfy the requirement. **Note:** The restriction applies only to grade codes with levels that match the native course level for the area. Minimum grades can also be defined at the program, area, or group level. If a minimum grade is already in effect at a higher level, you can be more restrictive for the detail requirement, but you cannot be less restrictive at a lower level. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Minimum Credits per Course	Minimum number of credits earned for the course to satisfy the requirement.

Fields	Descriptions
Maximum Credits per Course	Maximum number of credits for the course to satisfy the requirement.
Use Split Courses	Checkbox used to indicate whether the remaining credits from a course that was partially used to satisfy another requirement can be used to satisfy this one. Course credits are split only when a requirement or restriction has a maximum number of credits. The **Maximum Credits** field controls whether a course will be split if it has more credits than are required to satisfy a requirement or would cause a restriction to be exceeded. *Example:* A student who is an English major has taken ENGL 1050 (a literature course [attribute = *LIT*] that can be taken for variable credits based on the amount of outside reading) for 4 credits. The English major requires exactly 3 credits in ENGL 1050 (required minimum credits = *3* and required maximum credits = *3*), and also requires at least 6 credits in literature courses (attribute = *LIT*). If the literature attribute requirement allows split courses to be used, the remaining 1 credit from ENGL 1050 would be applied to the attribute requirement.
Required Credits	Minimum number of credits required to satisfy the requirement.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits** field or the **Required Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Courses	The minimum number of courses required in order to satisfy this requirement. Optional.

Fields	Descriptions
Maximum Credits	Maximum number of credits from a course or range of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Courses	Maximum number of courses that can be used to satisfy this requirement.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken to satisfy this requirement. If a value is entered, it must be equal to or greater than the start term. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Use Transfer Courses	Checkbox used to indicate whether transfer work can be used to satisfy this requirement.

Fields	Descriptions
Transfer Credits	Maximum number of transfer credits from a course or range of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Transfer Credits** field or the **Transfer Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Transfer Courses	Maximum number of transfer courses that can be used to satisfy this requirement.
Count in GPA	Checkbox used to indicate whether work used to satisfy this requirement should be used in GPA calculations.
Compliance Credits	Number of credits that can accumulate toward area and program general requirements after this requirements is satisfied. The value can be higher or lower than the actual number of credits used.
Compliance Courses	Number of courses that can accumulate toward area and program general requirements after this requirement is satisfied. The value can be higher or lower than the actual number of courses used. When compliance credits/courses are specified, the detail requirements are processed normally, but the compliance credits/courses are used *instead of* the actual credits/courses. Compliance credits/courses are used only in the calculation of group, area, or program total required credits/courses. *Example:* You require that a student take at least two physical education courses, but the physical education credits do not accumulate toward the requirements for the degree. You define the requirement to include the courses that satisfy the requirement, but set compliance credits and courses to *0*.

Fields	Descriptions
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)
Adjusted Credits	Number of credits that can accumulate toward group, area, and program minimum credit requirements, even though the requirement has been waived. Credits can be entered only when a waiver action code that counts is entered. **Note:** A waiver action code that counts is one in which the requirement is waived and the credits that were associated with the original requirement are "counted" as waived. Waiver action codes that do not count waive the original requirement, but the credits associated with the original requirement need to be made up from elsewhere.
Adjusted Courses	Number of courses that can accumulate toward group, area, and program minimum courses requirements, even though the requirement has been waived. Courses can be entered only when a waiver action code that counts is entered.
Campus	Code of the campus associated with the requirement, if the course must be taken on a specific campus to satisfy the requirement. Course campus is associated only with institutional work, not transfer work. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Campus Validation (STVCAMP)

Fields	Descriptions
College	Code of the college associated with the requirement, if the course must be taken at a specific college to satisfy the requirement. Course college is associated only with institutional work, not transfer work. Select the Search button for this field to display the College Validation (STVCOLL) list. (lookup) List College Validation (STVCOLL)
Department	Code of the department associated with the requirement, if the course must be taken within a specific department to satisfy the requirement. Course department is associated only with institutional work, not transfer work. Select the Search button for this field to display the Department Validation (STVDEPT) list. (lookup) List Department Validation (STVDEPT)

Course Attachment Rule Text Window

Use the Course Attachment Rule Text window to enter text for the course attachment rule. This window is accessed by selecting the Comments button for the **Rule Text** field.

Fields	Descriptions
Text	Text associated with the course attachment rule. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.

Fields	Descriptions
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Rule Course/Attribute Text Window

Use the Rule Course/Attribute Text window to enter text for the adjusted attachment rule. Access this window by selecting Text from the Options Menu in the Course/Attribute Attachment Rules window. The cursor must be on a row in the lower section of the window.

This window is composed of the Display-Only block and the Rule Course/Attribute Text Adjustments block.

Display-Only Block

This block displays details about the record specified in the main window.

Fields	Descriptions
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
High	Highest number in a range of restricted courses, if defined.

Fields	Descriptions
Course Attribute	Code of the course attribute associated with the requirement, if any.
Student Attribute	Code of the student attribute associated with the requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See “Sets and Subsets” on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Rule Course/Attribute Text Adjustments Block

Use this block to enter or display the rule course/attribute text adjustments for the record specified in the Display-Only block.

Fields	Descriptions
Text	Text associated with the adjusted attachment rule. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Include/Exclude Rule Course Level Window

Use the Include/Exclude Rule Course Level window to enter level inclusions/exclusions for the adjusted attachment rule. Access this window by selecting Level from the Options Menu in the Course/Attribute Attachment Rules window. The cursor must be on a row in the lower section of the window.

This window is composed of the Display-Only block and the Rule Course Level Inclusions/Exclusions Adjustments block.

Display-Only Block

This block displays details about the record specified in the main window.

Fields	Descriptions
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the requirement, if any.
Student Attribute	Code of the student attribute associated with the requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See “Sets and Subsets” on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Rule Course Level Inclusions/Exclusions Adjustments Block

Use this block to enter or display the Rule Course Level Inclusions/Exclusions adjustments for the record specified in the Display-Only block.

Fields	Descriptions
Include/Exclude	Radio button group to specify whether the course level is to be included or excluded.
Level	Code of the level to be included or excluded. Required. Select the Search button for this field to display the Level Code Validation (STVLEVL) list. (lookup) List Level Code Validation (STVLEVL)
Description (untitled)	Description associated with the level code, automatically displayed when a value is entered in the **Level** field. Display only.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the requirement. If the course level is being excluded, this field is unavailable. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Maximum Credits	Maximum number of credits that can be considered from an included level.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Maximum Courses	Maximum number of courses that can be considered from an included level.

Fields	Descriptions
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)

Rule Course/Attribute Exclusions Window

Use the Rule Course/Attribute Exclusions window to enter text for the adjusted attachment rule. Access this window by selecting Exclusions from the Options Menu in the Course/Attribute Attachment Rules window. The cursor must be on a row in the lower section of the window.

This window is composed of the Display-Only block and the Rule Course/Attribute Adjustments block.

Display-Only Block

This block displays details about the record specified in the main window.

Fields	Descriptions
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the requirement, if any.
Student Attribute	Code of the student attribute associated with the requirement, if any.

Fields	Descriptions
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See “Sets and Subsets” on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Rule Course/Attribute Adjustments Block

Use this block to enter or display the Rule Course Level Inclusions/Exclusions adjustments for the record specified in the Display-Only block.

Fields	Descriptions
Campus	Campus code associated with the course(s) the being excluded, indicating that the detail requirement cannot be satisfied by a course taken on the specified campus. Course campus is associated only with institutional work, not transfer work. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Campus Validation (STVCAMP)
College	College code associated with the course(s) the being excluded, indicating that the detail requirement cannot be satisfied by a course offered by the specified college. Course college is associated only with institutional work, not transfer work. Select the Search button for this field to display the College Validation (STVCOLL) list. (lookup) List College Validation (STVCOLL)

Fields	Descriptions
Department	Department code associated with the course(s) the being excluded, indicating that the detail requirement cannot be satisfied by a course offered by the specified department. Course department is associated only with institutional work, not transfer work. Select the Search button for this field to display the Department Validation (STVDEPT) list. (lookup) List Department Validation (STVDEPT)
Subject	Code of the subject being excluded from satisfying the detail requirement. Select the Search button for this field to display the Subject Validation (STVSUBJ) list. (lookup) List Subject Validation (STVSUBJ)
Course Number Low	Course number that is being excluded, or the lowest number in a range of excluded courses. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Course Number High	Highest number in a range of excluded courses. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Course Attribute	Code of the course attribute excluded from satisfying the detail requirement. You can define a requirement as a single course attribute, so that any course with the attribute is excluded, or as a combination of values, so that a course must meet all of the specifications to be excluded. Select the Search button for this field to display the Degree Program Attribute Validation (STVATTR) list. (lookup) List Degree Program Attribute Validation (STVATTR)

Fields	Descriptions
Student Attribute	Code of the student attribute excluded from satisfying the detail requirement. If a requirement is for a student attribute, no other exclusions can be defined for this row. Select the Search button for this field to display the Student Attribute Validation (STVATTS) list. (lookup) List Student Attribute Validation (STVATTS)
Must Take In or After Term	Earliest term in which a course can be taken for this exclusion to apply. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken for this exclusion to apply. If a value is entered, it must be equal to or greater than the start term. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)

Student Group Adjustments Form (SMASGRP)

Use the Student Group Adjustments Form (SMASGRP) to enter adjustments to group requirements for an individual student without changing the requirements for the entire group for all the students.

You should create adjustments to a student's group adjustment record *only* for the components that should be *different* from the group's standard requirements. For example, if the only group requirements that should be different for a student are an group's additional levels, you should not create group general requirements adjustments.

This form includes the following windows:

- "Main Window" on page 9-114
- "Default All Detail Window" on page 9-116
- "Group General Requirement Adjustments Window" on page 9-118
- "Default Group General Requirements Window" on page 9-123
- "Group Text Adjustments Window" on page 9-124
- "Default Group Text Window" on page 9-125
- "Group Additional Course Level Adjustments Window" on page 9-126
- "Default Additional Course Levels to Include/Exclude Window" on page 9-128
- "Group Restricted Subject/Attribute Adjustments Window" on page 9-129
- "Default Restricted Subjects/Attributes Window" on page 9-132
- "Restricted Subject/Attribute Comments Window" on page 9-133
- "Group Restricted Grade Adjustments Window" on page 9-135
- "Default Restricted Grades Window" on page 9-136
- "Restricted Grade Comments Window" on page 9-137
- "Valid Area Adjustments Window" on page 9-138
- "Group Adjustment Tracking Window" on page 9-139

Main Window

The main window is composed of the Key Block and the Navigation block.

Key Block

Use this block to specify the ID, term, and area for which you want to make adjustments.

Fields	Descriptions		
ID	Banner ID of the person for whom you want to adjust group requirements. If you enter an ID that is not defined on the Student Adjustment Library Form (SMASLIB), the system displays a message with an option that opens SMASLIB so that the ID can be added. Select the Search button for this field to display the Option List.		
	(lookup)	List	Person Search Form (SOAIDEN)
	(lookup)	Count Hits	Student Adjustment Query Form (SMISLIB)
Term	Term in which the group adjustments began. Select the Search button for this field to display the Option List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Duplicate Item	Terms Represented in Student Adjustment List
Group	Code of the group for which requirements are being adjusted. Select the Search button for this field to display the Option List.		
	(lookup)	List	Group Library Form (SMAGLIB)
	(lookup)	Count Hits	Existing Group Inquiry Form (SMIGROP)
	(lookup)	Duplicate Item	Groups Represented in Student Adjustment List
Catalog	Academic year to which the term belongs. Display only.		
Student Level	Student level associated with the group. Display only.		
Course Level	"Native" course level associated with the group. Display only.		

Navigation Block

Use this block to navigate to the window in which you want to make adjustments to the group specified in the Key Block.

More buttons in the main window

Mouse	*Keyboard*	*Result*
General Requirements	Enter/Return/Space bar	Opens the Group General Requirement Adjustments window
Group Text	Enter/Return/Space bar	Opens the Group Text Adjustments window
Additional Levels	Enter/Return/Space bar	Opens the Group Additional Course Level Adjustments window
Restricted Subjects/ Attributes	Enter/Return/Space bar	Opens the Group Restricted Subject/ Attribute Adjustments window
Restricted Grades	Enter/Return/Space bar	Opens the Group Restricted Grade Adjustments window
Valid Areas	Enter/Return/Space bar	Opens the Valid Area Adjustments window
Course Attachments	Enter/Return/Space bar	Opens the Group Course/Attribute Attachment Form (SMQSGCR)
All Tracking	Enter/Return/Space bar	Opens the Group Adjustment Tracking window

Default All Detail Window

Use the Default All Detail window to copy an existing group's requirements to a student's group adjustment record.

Note: This window is available only if no group-level requirements have been defined for the student's group adjustment record.

When you access this window, the form name changes to Group Requirements (SMQSGDF), although the window can be accessed only from the key block of the Student Group Adjustments Form (SMASGRP).

This window is composed of the Display-Only Block and the Default block.

Display-Only Block

This block displays details about the record to which group information is being defaulted.

Fields	**Descriptions**
ID	Banner ID of the person for whom you want to adjust group requirements.
Term	Term in which the group adjustments began.

Fields	Descriptions
Area	Code of the group for which requirements are being adjusted.
Catalog	Academic year to which the term belongs.
Student Level	Student level associated with the group.
Course Level	"Native" course level associated with the group.

Default Block

Use this block to specify the group from which you want to default all requirements.

Fields	Descriptions
Default From Group	Group from which to copy details. When a valid code is entered, the description is automatically displayed. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP). (lookup) — Count Hits — Existing Group Inquiry Form (SMIGROP)
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy group details. Select the Search button for this field to display the Catalog Term Codes List. (lookup) — List — Catalog Term Codes List (lookup) — Count Hits — Existing Group Inquiry Form (SMIGROP)
General Requirements	This checkbox is selected if general requirements exist for the group/term being copied. If you do not want to copy general requirements to the group, clear this checkbox.

Fields	Descriptions
Group Text	This checkbox is selected if text exists for the group/term being copied. If you do not want to copy text to the group, clear this checkbox.
Include/Exclude Additional Levels	This checkbox is selected if additional levels exist for the group/term being copied. If you do not want to copy additional levels to the group, clear this checkbox.
Restricted Subjects/ Attributes	This checkbox is selected if restricted subjects and attributes exist for the group/term being copied. If you do not want to copy restricted subjects and attributes to the group, clear this checkbox.
Restricted Grades	This checkbox is selected if restricted grades exist for the group/term being copied. If you do not want to copy restricted grades to the group, clear this checkbox.
Course Attachments	This checkbox is selected if course attachments exist for the group/term being copied. If you do not want to copy course attachments to the group, clear this checkbox.

More buttons in the Default All Detail window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies detail requirements to the group adjustment record

Group General Requirement Adjustments Window

Use the Group General Requirement Adjustments window to enter adjustments to a group's general requirements record.

If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

Fields	Descriptions
From Term	First term in which this adjusted set of general requirements is in effect. Display only.
To Term	Last term in which this adjusted set of general requirements is in effect. Display only.
Active/Inactive	Radio button group to indicate whether the group is active or inactive for the term range. The default is *Inactive*. When a group is inactive, it cannot be used for compliance. If a user attempts to perform compliance for an inactive group, an error message is displayed.
Total Required Credits	Minimum total number of credits needed to satisfy the group's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Total Required Courses	Minimum total number of courses needed to satisfy the group's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.
Required Institutional Credits	Minimum number of credits that must be earned at your institution to satisfy the group's requirements.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)

Fields	Descriptions
Required Institutional Courses	Minimum number of courses that must be earned at your institution to satisfy the group's requirements.
Required Institutional Traditional Credits	Minimum number of credits earned at the institution with a traditional grade (as defined on the Grade Code Maintenance Form [SHAGRDE]) needed to satisfy the group's requirements.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Institutional Traditional Courses	Minimum number of courses earned at the institution with a traditional grade (as defined on SHAGRDE) needed to satisfy the group's requirements.
Max Institutional Non-Traditional Credits	Maximum number of credits earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the group's requirements.
Connector None/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Max Institutional Non-Traditional Courses	Maximum number of courses earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the group's requirements.
Maximum Transfer Credits	Maximum number of transfer credits that can be used to satisfy the group's requirements.

Fields	Descriptions
Connector None/Or	Radio button group to indicate which value(s) the system should use. The **Connector** radio button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Maximum Transfer Courses	Maximum number of transfer courses that can be used to satisfy the group's requirements.
Compliance Credits	Number of credits to be applied towards the program's and area's minimum credit requirement for the group. Use this field to override the actual number of credits that would normally be accumulated by the area to the program. For example, you might need to define a group to use within a graduate program to verify that a student has completed specific undergraduate requirements. To satisfy the program, the student must complete the undergraduate work, but the undergraduate credits/courses (which are entered in the **Compliance Courses** field) do not accumulate toward the graduate program's minimum required credits/courses. To achieve this, you could define the undergraduate requirements as a group with zero compliance credits/courses, and then the work would not accumulate toward the program.
Compliance Courses	Number of courses to be applied towards the program's and area's minimum course requirement for the area. Use this field to override the actual number of courses that would normally be accumulated by the area to the program. An example is provided in the description of the **Compliance Credits** field.
Default Within Indicator	Checkbox used to indicate whether a course and its attribute(s) can be used to satisfy more than one detail requirement within the group.

Fields	Descriptions
Default Course Reuse	Default course reuse rule to be used by compliance. If a different reuse rule has been designated for an area to which this group is attached, the area-level rule overrides the group-level rule. Values in the pull-down list are *None*, *In*, *Out*, and *Both*. *None* is the default. See "Reuse" on page 2-2 for more information about reuse in CAPP.
Default Attribute Reuse	Default attribute reuse rule to be used by compliance. If a different reuse rule has been designated for an area to which this group is attached, the area-level rule overrides the group-level rule. Values in the pull-down list are *None*, *In*, *Out*, and *Both*. *None* is the default.
Minimum Course Grade	Code of the minimum grade that must be earned for courses to satisfy the group's requirements. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Default Year Limit	Number of years old a course can be to satisfy the group's requirements. When a compliance request is processed, the evaluation term entered for the compliance request is used in conjunction with this field to determine how far back to go in a student's academic history to retrieve valid courses. CAPP checks the earliest term in the furthest year of the course year limit you set. *Example:* The course year limit is five, and the user enters an evaluation term of 200620. When processing the request, CAPP considers courses back to 200110, which is the first term in the academic year five years back from 2006.

More buttons in the General Requirement Adjustments window

Mouse	*Keyboard*	*Result*
Copy	Duplicate Record	Copies general requirements from a prior term range to a new effective term range

Default Group General Requirements Window

Use the Default Group General Requirements window to copy an existing group's general requirements to a student's group adjustment record.

Note: This window is available only if no group-level general requirements have been defined for the student's group adjustment record.

When you access this window, the form name changes to Group Requirements (SMQSGDF), although the window can be accessed only from the Group General Requirement Adjustments window of the Student Group Adjustments Form (SMASGRP).

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Fields	**Descriptions**		
Default From Group	Group from which to copy general requirements. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP).		
	(lookup)	Count Hits	Existing Group Inquiry Form (SMIGROP)
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.		
Group Rules Term	Term from which to copy general requirements. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Group Inquiry Form (SMIGROP)

More buttons in the Default Group General Requirements Window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies general requirements to the group adjustment record

Group Text Adjustments Window

Use the Group Text Adjustments window to enter text that describes the group and to indicate a print code that specifies how the text is used in compliance output.

This window is composed of the Display-Only block and the Group Text block.

Display-Only Block

This block displays the term range for the group text adjustments.

Fields	**Descriptions**
From Term	First term in which this text is in effect.
To Term	Last term in which this text is in effect.

More buttons in the Group Text Adjustments window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies text from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the key block to the **To Term** field

Group Text Block

Use this block to enter or display the text for the group adjustment specified in the Key Block of the main window.

Fields	**Descriptions**
Text	Text associated with the group.

Note: There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.

Fields	Descriptions
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Default Group Text Window

Use the Default Group Text window to copy an existing group's text to another group.

Note: This window is available only if no group-level text has been defined for the student's group adjustment record.

When you access this window, the form name changes to Group Requirements (SMQSGDF), although the window can be accessed only from the Group Text Adjustments window of the Student Group Adjustments Form (SMASGRP).

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Fields	Descriptions
Default From Group	Group from which to copy group text. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP). (lookup) Count Hits Existing Group Inquiry Form (SMIGROP)
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.

Fields	Descriptions		
Group Rules Term	Term from which to copy group text. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Group Inquiry Form (SMIGROP)

More buttons in the Default Group Text window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies text to the group adjustment record

Group Additional Course Level Adjustments Window

Use the Group Additional Course Level Adjustments window to enter adjustments to included/excluded course levels to a student's group adjustment record.

For included levels, you can also define:

- A minimum grade
- Maximum credits and/or maximum number of courses

Courses at excluded levels are not considered toward satisfying a group's requirements. Courses at included levels can satisfy group requirements and count toward the group's minimum credit requirements, but they are not used to calculate grade point averages within the group.

This window is composed of the Display-Only block and the Course Level Inclusions/Exclusions Adjustments block.

Display-Only Block

This block displays the term range for the group course level inclusions/exclusions adjustments.

Fields	Descriptions
From Term	First term in which this set of inclusions/exclusions is in effect.
To Term	Last term in which this set of inclusions/exclusions is in effect.

More buttons in the Group Additional Course Level Adjustments window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies additional course levels from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the key block to the **To Term** field

Course Level Inclusions/exclusions Block

Use this block to enter or display the course level inclusions/exclusions adjustments for the group specified in the Key Block of the main window.

Fields	**Descriptions**
Include/Exclude	Radio button group to specify whether the course level is to be included or excluded. Required.
Level	Code of the course level to be included or excluded. Required. Select the Search button for this field to display the Level Codes (STVLEVL) list. (lookup) List Level Codes (STVLEVL)
Description	Description of the course level. Display only.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the group's requirements. If the course level is being excluded, this field is unavailable. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Maximum Credits	Maximum number of credits from an included course level that can be used to satisfy group requirements.

Fields	Descriptions
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Maximum Courses	Maximum number of courses from an included course level that can be used to satisfy group requirements.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)

Default Additional Course Levels to Include/Exclude Window

Use the Default Additional Course Levels to Include/Exclude window to copy an existing group's included/excluded course levels to a student's group adjustment record.

Note: This window is available only if no group-level additional course levels have been defined for the student's group adjustment record.

When you access this window, the form name changes to Group Requirements (SMQSGDF), although the window can be accessed only from the Group Additional Course Level Adjustments window of the Student Group Adjustments Form (SMASGRP).

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Fields	Descriptions
Default From Group	Group from which to copy included/excluded course levels. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP). (lookup) Count Hits Existing Group Inquiry Form (SMIGROP)

Fields	Descriptions
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy included/excluded course levels. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List — Catalog Term Codes List (lookup) Count Hits — Existing Group Inquiry Form (SMIGROP)

More buttons in the Default Additional Course Levels to Include/Exclude window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies additional course levels to the group adjustment record

Group Restricted Subject/Attribute Adjustments Window

Use the Group Restricted Subjects/Attributes Adjustments window to adjust restrictions placed on certain subjects or attributes from being used to satisfy requirements within this group. Restrictions can be absolute (that is, none of the subjects or attributes can be used), or you can limit the number of subjects and/or attributes that can be used.

A restriction must include at least one of the fields. If more than one restriction is specified (for example, **Subject**, **Course Number Low**, and **Course Attribute**), a course is restricted only if it meets all of the criteria.

This window is composed of the Display-Only block and the Subject/Attribute Restrictions Adjustments block.

Display-Only Block

This block displays the term range for the group subject/attribute restrictions adjustments.

Fields	Descriptions
From Term	First term in which this set of restricted subjects/attributes is in effect.

Fields	Descriptions
To Term	Last term in which this set of restricted subjects/attributes is in effect.

More buttons in the Display-Only block

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies restricted subjects/attributes from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the key block to the **To Term** field

Subject/Attribute Restrictions Adjustments Block

Use this block to enter or display the subject/attribute restrictions adjustments for the group specified in the Key Block of the main window.

Fields	Descriptions
Campus	Code of the campus associated with the restriction. Select the Search button for this field to display the Campus Codes (STVCAMP) list. (lookup) List Campus Codes (STVCAMP)
College	Code of the college associated with the restriction. Select the Search button for this field to display the College Codes (STVCOLL) list. (lookup) List College Codes (STVCOLL)
Department	Code of the department associated with the restriction. Select the Search button for this field to display the Department Codes (STVDEPT) list. (lookup) List Department Codes (STVDEPT)
Subject	Code of the subject associated with the restriction. Select the Search button for this field to display the Subject Codes (STVSUBJ) list. (lookup) List Subject Codes (STVSUBJ)

Fields	Descriptions
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Course Number High	Highest number in a range of restricted courses. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Attribute	Code of the course attribute associated with the restriction. Select the Search button for this field to display the Degree Program Attributes (STVATTR) list. (lookup) List Degree Program Attributes (STVATTR)
Maximum Credits	Maximum number of credits that can be taken within the restriction.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Maximum Courses	Maximum number of courses that can be taken within the restriction.

Fields	Descriptions
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)
Text	This checkbox is selected if text has been associated with the selected restriction. Display only. (lookup) Edit Restricted Subject/Attribute Text window

More buttons in the Subject/Attribute Restrictions Adjustments block

Mouse	*Keyboard*	*Result*
Comments	Edit	Opens the Restricted Subject/ Attribute Text window

Default Restricted Subjects/Attributes Window

Use the Default Restricted Subjects/Attributes window to copy an existing group's restricted subjects and attributes to a student's group adjustment record.

Note: This window is available only if no group-level restricted subjects/ attributes have been defined for the student's group adjustment record.

When you access this window, the form name changes to Group Requirements (SMQSGDF), although the window can be accessed only from the Group Restricted Subject/Attribute Adjustments window of the Student Group Adjustments Form (SMASGRP).

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Fields	Descriptions
Default From Group	Group from which to copy restricted subjects and attributes. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP). (lookup) Count Hits Existing Group Inquiry Form (SMIGROP)

Fields	Descriptions
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy restricted subjects and attributes. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List — Catalog Term Codes List (lookup) Count Hits — Existing Group Inquiry Form (SMIGROP)

More buttons in the Default Restricted Subjects/Attributes window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies restricted subjects/attributes to the group adjustment record

Restricted Subject/Attribute Comments Window

Use the Restricted Subject/Attribute Comments window to enter descriptive information about the restriction selected in the Group Restricted Subject/Attribute Adjustments window.

This window is composed of the Display-Only block and the Subject/Attribute Restrictions Text Adjustments block.

Display-Only Block

This block displays details about the record for which group subject/attribute restrictions adjustments text is being entered or displayed.

Fields	Descriptions
From Term	First term in which this text is in effect.
To Term	Last term in which this text is in effect.
Campus	Code of the campus associated with the restriction.
College	Code of the college associated with the restriction.

Fields	Descriptions
Department	Code of the department associated with the restriction.
Subject	Code of the subject associated with the restriction.
Course Number Low	Course number that is associated with the restriction, or the lowest number in a range of restricted courses.
Course Number High	Highest number in a range of restricted courses.
Attribute	Code of the attribute associated with the restriction.

Subject/Attribute Restrictions Adjustments Text Block

Use this block to enter or display the subject/attribute restrictions adjustments text for the group specified in the Key Block of the main window.

Fields	Descriptions
Text	Text associated with the restriction. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Group Restricted Grade Adjustments Window

Use the Group Restricted Grade Adjustments window to define those grades that should be restricted or limited when applying a student's courses toward the group's requirements.

Grade restrictions defined in this window apply only to those grade codes that have the same course level defined the Grade Code Maintenance Form (SHAGRDE) as the native course level for the group. Also, restrictions defined in this window apply only to the specific grade codes being restricted. The restrictions are not applied to grade codes that have a lower numeric value.

This window is composed of the Display-Only block and the Grade Restrictions Adjustments block.

Display-Only Block

This block displays the term range for the group grade restrictions adjustments.

Fields	Descriptions
From Term	First term in which this set of restricted grades is in effect.
To Term	Last term in which this set of restricted grades is in effect.

More buttons in the Display-Only block

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies restricted grades from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the key block to the **To Term** field

Grade Restrictions Adjustments Block

Use this block to enter or display the grade restrictions adjustments for the group specified in the Key Block of the main window.

Fields	Descriptions
Grade	Code of the grade associated with this restriction. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)

Fields	Descriptions
Maximum Credits	Maximum number of credits with the restricted grade that can be used to satisfy group requirements.
Connector	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Maximum Courses	Maximum number of courses with the restricted grade that can be used to satisfy group requirements.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)
Text	This checkbox is selected if text has been associated with the selected grade restriction. Display only. (lookup) Edit Restricted Grade Text window

More buttons in the Grade Restrictions Adjustments Block

Mouse	*Keyboard*	*Result*
Comments	Edit	Opens the Restricted Grades Text window

Default Restricted Grades Window

Use the Default Restricted Grades window to copy an existing group's restricted grades to a student's program requirements.

Note: This window is available only if no group-level restricted grades have been defined for the student's group adjustment record.

When you access this window, the form name changes to Group Requirements (SMQSGDF), although the window can be accessed only from the Group Restricted Grade Adjustments window of the Student Group Adjustments Form (SMASGRP).
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Fields	Descriptions
Default From Group	Group from which to copy restricted grades. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP). (lookup) Count Hits Existing Group Inquiry Form (SMIGROP)
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy restricted grades. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Group Inquiry Form (SMIGROP)

More buttons in the Default Restricted Grades window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies restricted grades to the group

Restricted Grade Comments Window

Use the Restricted Grade Comments window to enter descriptive comments for the grade restriction selected in the Group Restricted Grade Adjustments window.

This window is composed of the Display-Only block and the Grade Restrictions Text Adjustments block.

Display-Only Block

This block displays details about the record for which group grade restrictions adjustments text is being entered or displayed.

Fields	Descriptions
From Term	First term in which this text is in effect.
Restricted Grade	Code of the restricted grade associated with this text.only.
To Term	Last term in which this text is in effect.

Grade Restrictions Adjustments Text Block

Use this block to enter or display the grade restrictions adjustments text for the group specified in the Key Block of the main window.

Fields	Descriptions
Text	Text associated with the grade restriction. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Valid Area Adjustments Window

Adjusted group requirements can be defined globally or limited to one or more specific areas. Use the Valid Area Adjustments window to specify the area(s) for which the group adjustments are valid if they should be limited. If no entries are made in the Valid Area Adjustments window for adjusted group requirements, they are treated as global adjustments and are used instead of the standard group requirements in all compliance evaluations for the student.

This window is composed of the Display-Only block and the Areas block.

Display-Only Block

This block displays the term range for the area adjustments.

Fields	Descriptions
From Term	First term in which this set of restrictions is in effect.
To Term	Last term in which this set of restrictions is in effect.

More buttons in the Valid Area Adjustments window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies area codes from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the key block to the **To Term** field

Programs Block

Use this block to enter or display the area adjustments for the group specified in the Key Block of the main window.

Fields	Descriptions		
Area	Code of the area to be included in the limitation.		
	Select the Search button for this field to display the Option List.		
	(lookup)	List	Existing Area Inquiry Form (SMIAREA)
	(lookup)	Count Hits	Area Library Form (SMAALIB)
Description	Description of the area code, automatically displayed when a value is entered in the **Area** field. Display only.		

Group Adjustment Tracking Window

Use the Group Adjustment Tracking window to view an audit trail of all adjustment actions. One audit trail record is automatically written for each table/ effective term/user/date combination. You can also enter comments associated with each audit trail entry.

This window is composed of the Display-Only block and the Tracking Text block.

Display-Only Block

This block displays details about record for which adjustment tracking text is being entered or displayed.

Fields	Descriptions
Table	Seven-character name and full name of the table for which the adjustment was made. For searches, select the Search button for this field to display the Other Adjustment Tracking Tables List. (lookup) List Other Adjustment Tracking Tables List
Term	Code of the term for which the adjustment was effective. Display only. For searches, select the Search button for this field to display the Other Adjustment Tracking Terms List. (lookup) List Other Adjustment Tracking Terms List
User	Banner ID of the person who made the adjustment.
Activity Date	Date on which the adjustment was made.

Tracking Text Block

Use this block to enter or display the adjustment tracking text for the group specified in the Key Block of the main window.

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Fields	Descriptions
Tracking Text	Text associated with the adjustment. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Activity Date	Date on which the text was entered or modified.

Group Course/Attributes Attachment Form (SMQSGCR)

Use the Group Course/Attributes Attachment Form (SMQSGCR) to adjust the course/attribute attachments for a student's group adjustment record.

The only way to access this form is to select the Course Attachments button on the main window of the Student Group Adjustments Form (SMASGRP). You cannot access it any other way.

This form includes the following windows:

- "Main Window" on page 9-141
- "Default Detail Attachments Window" on page 9-150
- "Additional Course/Attribute Levels to Include/Exclude" on page 9-150
- "Course/Attribute Text Window" on page 9-153
- "Course/Attribute Exclusions Window" on page 9-155
- "Group Course/Attribute Attachment Rules Window" on page 9-159
- "Rule Text Window" on page 9-169

Main Window

The main window is composed of the Display-Only block and the Course/Attribute Attachment block.

Display-Only Block

This block display details about the record selected in the Key Block of the Student Group Adjustments Form (SMASGRP).

Fields	Descriptions
ID	Banner ID of the person for whom you are adjusting group requirements.
Term	Term in which the group adjustments began.
Group	Code of the group for which requirements are being adjusted.
Catalog	Academic year to which the term belongs.
Student Level	Student level associated with the group.

Fields	Descriptions
Course Level	"Native" course level associated with the group.

Course/Attribute Attachment Block

Use this block to enter or display the group attachments adjustments for the area specified in the Display-Only block.

Fields	Descriptions
From Term	First term in which this set of adjusted attachments is in effect. Display only.
To Term	Last term in which this set of adjusted attachments is in effect. Display only.
Data Exists Indicator (untitled)	Indicator for whether data exists for the row. If so, an asterisk (*) is displayed in this field. Display only.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. The value can be alphanumeric, but must begin with an alpha character. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.

Fields	Descriptions
Rule	User-defined identifier for the rule for this requirement, if applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area. See "Rules" on page 2-13 for more information about rules. Select the Search button for this field to display the Course/Attribute Attachment Rules window. (lookup) Edit Course/Attribute Attachment Rules window
Subject	Code of the subject associated with the requirement. Select the Search button for this field to display the Subject Validation (STVSUBJ) list. (lookup) List Subject Validation (STVSUBJ)
Course Number Low	Course number that, when combined with the subject code, is a specifically required course, or the lowest number in a range of courses that can satisfy the requirement. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Course Number High	Highest number in a range of courses that can satisfy the requirement. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Use Catalog	Checkbox used to indicate whether the system should use only those courses within the range specified in the **Course Number Low** and **Course Number High** fields that are defined in your course catalog. If this checkbox is cleared, compliance will use any course the student has completed (for example, academic history or transfer) in-progress or planned to attempt to meet the requirement.

Fields	Descriptions
Course Attribute	Code of the course attribute associated with this requirement, if applicable. You can define a requirement as a single course attribute, so that any course with the attribute satisfies the requirement, or as a combination of values, so that a course must meet all of the specifications to satisfy the requirement. Select the Search button for this field to display the Degree Program Attribute Validation (STVATTR) list. (lookup) List Degree Program Attribute Validation (STVATTR)
Student Attribute	Code of the student attribute associated with this requirement, if applicable. If a requirement is for a student attribute, the only other values for the requirement that can be defined are: • **Set** • **Subset** • **Compliance Credits** • **Compliance Courses** Select the Search button for this field to display the Student Attribute Validation (STVATTS) list. (lookup) List Student Attribute Validation (STVATTS)
Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.

Fields	Descriptions
Minimum Grade	Minimum grade earned for the course to satisfy the requirement. **Note:** The restriction applies only to grade codes with levels that match the native course level for the group. Minimum grades can also be defined at the program, area, or group level. If a minimum grade is already in effect at a higher level, you can be more restrictive for the detail requirement, but you cannot be less restrictive at a lower level. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Minimum Credits per Course	Minimum number of credits earned for the course to satisfy the requirement.
Maximum Credits per Course	Maximum number of credits for the course to satisfy the requirement.
Use Split Courses	Checkbox used to indicate whether the remaining credits from a course that was partially used to satisfy another requirement can be used to satisfy this one. Course credits are split only when a requirement or restriction has a maximum number of credits. The **Maximum Credits** field controls whether a course will be split if it has more credits than are required to satisfy a requirement or would cause a restriction to be exceeded. *Example:* A student who is an English major has taken ENGL 1050 (a literature course [attribute = *LIT*] that can be taken for variable credits based on the amount of outside reading) for 4 credits. The English major requires exactly 3 credits in ENGL 1050 (required minimum credits = *3* and required maximum credits = *3*), and also requires at least 6 credits in literature courses (attribute = *LIT*). If the literature attribute requirement allows split courses to be used, the remaining 1 credit from ENGL 1050 would be applied to the attribute requirement.

Fields	Descriptions
Required Credits	Minimum number of credits required to satisfy the requirement.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits** field or the **Required Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Required Courses	The minimum number of courses required in order to satisfy this requirement. Optional.
Maximum Credits	Maximum number of credits from a course or range of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Courses	Maximum number of courses that can be used to satisfy this requirement.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)

Fields	Descriptions
Must Take Before Term	Last term in which a course can be taken to satisfy this requirement. If a value is entered, it must be equal to or greater than the start term. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Use Transfer Courses	Checkbox used to indicate whether transfer work can be used to satisfy this requirement.
Maximum Transfer Credits	Maximum number of transfer credits from a course or range of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Transfer Credits** field or the **Maximum Transfer Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Transfer Courses	Maximum number of transfer courses that can be used to satisfy this requirement.
Count in GPA	Checkbox used to indicate whether work used to satisfy this requirement should be used in GPA calculations.
Compliance Credits	Number of credits that can accumulate toward group, area, and program general requirements after this requirement is satisfied. The value can be higher or lower than the actual number of credits used.

Fields	Descriptions
Compliance Courses	Number of courses that can accumulate toward group, area, and program general requirements after this requirement is satisfied. The value can be higher or lower than the actual number of courses used. When compliance credits/courses are specified, the detail requirements are processed normally, but the compliance credits/courses are used *instead of* the actual credits/courses. Compliance credits/courses are used only in the calculation of group, area, or program total required credits/courses. *Example:* You require that a student take at least two physical education courses, but the physical education credits do not accumulate toward the requirements for the degree. You define the requirement to include the courses that satisfy the requirement, but set compliance credits and courses to *0*.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)
Adjusted Credits	Number of credits that can accumulate toward group, area, and program minimum credit requirements, even though the requirement has been waived. Credits can be entered only when a waiver action code that counts is entered. **Note:** A waiver action code that counts is one in which the requirement is waived and the credits that were associated with the original requirement are "counted" as waived. Waiver action codes that do not count waive the original requirement, but the credits associated with the original requirement need to be made up from elsewhere.
Adjusted Courses	Number of courses that can accumulate toward group, area, and program minimum courses requirements, even though the requirement has been waived. Courses can be entered only when a waiver action code that counts is entered.

Fields	Descriptions
Campus	Code of the campus associated with the requirement, if the course must be taken on a specific campus to satisfy the requirement. Course campus is associated only with institutional work, not transfer work. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Campus Validation (STVCAMP)
College	Code of the college associated with the requirement, if the course must be taken at a specific college to satisfy the requirement. Course college is associated only with institutional work, not transfer work. Select the Search button for this field to display the College Validation (STVCOLL) list. (lookup) List College Validation (STVCOLL)
Department	Code of the department associated with the requirement, if the course must be taken within a specific department to satisfy the requirement. Course department is associated only with institutional work, not transfer work. Select the Search button for this field to display the Department Validation (STVDEPT) list. (lookup) List Department Validation (STVDEPT)

More buttons in the main window

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies attachments from a prior term range to a new effective term range
Maintenance	Duplicate Field	Copies the term code in the key block to the **To Term** field

Default Detail Attachments Window

Use the Default Detail Attachments window to copy an existing group's course attachments to another group.

Note: This window is available only if no group-level course attachments have been defined for the student's group adjustment record.

When you access this window, the form name changes to Group Requirements (SMQSGDF), although the window can be accessed only from the key block of the Group Course/Attributes Attachment Form (SMQSGCR).

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Fields	Descriptions		
Default From Group	Group from which to copy course attachments. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP).		
	(lookup)	Count Hits	Existing Group Inquiry Form (SMIGROP)
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.		
Group Rules Term	Term from which to copy course attachments. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Group Inquiry Form (SMIGROP)

More buttons in the Default Detail Attachments window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies attachments to the group adjustment record

Additional Course/Attribute Levels to Include/Exclude

Use the Additional Course/Attribute Levels to Include/Exclude window to enter level inclusions/exclusions that apply to a specific detail line requirement. Detail line requirements are already controlled by any level inclusions/exclusions you have defined at the program, area, and/or group level. You can be more restrictive at a higher level, but you cannot override additional level rules defined at a higher level.

After additional levels to include or exclude have been entered, asterisks (*) appear on both sides of Course/Attribute Levels on the Options menu.

This window is composed of the Display-Only block and the Course Level Inclusions/Exclusions Adjustments block.

Display-Only Block

This block displays details about the record specified in the main window.

Fields	Descriptions
From Term	First term in which this requirement is in effect.
To Term	Last term in which this requirement is in effect.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number associated with the requirement, or the lowest number in a range of required courses, if defined.
Course Number High	Highest number in a range of required courses, if defined.
Course Attribute	Code of the course attribute associated with the requirement, if any.
Student Attribute	Code of the student attribute associated with the requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See “Sets and Subsets” on page 2-10 of for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Course Level Inclusions/Exclusions Adjustments Block

Use this block to enter or display the course level inclusions/exclusions adjustments for the record specified in the Display-Only block.

Fields	Descriptions
Include/Exclude	Radio button group to specify whether the course level is to be included or excluded.
Level	Code of the level to be included or excluded. Required. Select the Search button for this field to display the Level Code Validation (STVLEVL) list. (lookup) List Level Code Validation (STVLEVL)
Description (untitled)	Description associated with the level code, automatically displayed when a value is entered in the **Level** field. Display only.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the requirement. If the course level is being excluded, this field is unavailable. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Maximum Credits	Maximum number of credits that can be considered from an included level.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Maximum Courses	Maximum number of courses that can be considered from an included level.

Fields	Descriptions
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)

Course/Attribute Text Window

Use the Course/Attribute Text window to enter text for each detail attachment. After text has been entered, asterisks (*) appear on both sides of Course/Attribute Text on the Options menu.

This window is composed of the Display-Only block and the Course/Attribute Text Adjustments block.

Display-Only Block

This block displays details about the record specified in the main window.

Fields	Descriptions
From Term	First term in which this requirement is in effect.
To Term	Last term in which this requirement is in effect.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number associated with the requirement, or the lowest number in a range of required courses, if defined.
Course Number High	Highest number in a range of required courses, if defined.

Fields	Descriptions
Course Attribute	Code of the course attribute associated with the requirement, if any.
Student Attribute	Code of the student attribute associated with the requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See “Sets and Subsets” on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Course/Attribute Text Adjustments Block

Use this block to enter or display the course/attribute text adjustments for the record specified in the Display-Only block.

Fields	Descriptions
Text	Text associated with the requirement. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Course/Attribute Exclusions Window

Use the Course/Attribute Exclusions window to exclude courses or attributes from a detail requirement.

For example, if you have specified that a range of courses is required but need to exclude two courses within that range, you use this window to define the exclusions.

After exclusions have been entered, asterisks (*) appear on both sides of Course/Attribute Exclusions on the Options menu.

This window is composed of the Display-Only block and the Course/Attribute Exclusions Adjustments block.

Display-Only Block

This block displays details about the record specified in the main window.

Fields	Descriptions
From Term	First term in which this requirement is in effect.
To Term	Last term in which this requirement is in effect.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number associated with the requirement, or the lowest number in a range of required courses, if defined.
Course Number High	Highest number in a range of required courses, if defined.
Course Attribute	Code of the course attribute associated with the requirement, if any.
Student Attribute	Code of the student attribute associated with the requirement, if any.

Fields	Descriptions
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See “Sets and Subsets” on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Course/Attribute Exclusions Adjustments Block

Use this block to enter or display the course/attribute exclusions adjustments for the record specified in the Display-Only block.

Fields	Descriptions
Campus	Campus code associated with the course being excluded, indicating that the detail requirement cannot be satisfied by a course taken on the specified campus. Course campus is associated only with institutional work, not transfer work. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Campus Validation (STVCAMP)
College	College code associated with the course being excluded, indicating that the detail requirement cannot be satisfied by a course offered by the specified college. Course college is associated only with institutional work, not transfer work. Select the Search button for this field to display the College Validation (STVCOLL) list. (lookup) List College Validation (STVCOLL)

Fields	Descriptions
Department	Department code associated with the course being excluded, indicating that the detail requirement cannot be satisfied by a course offered by the specified department. Course department is associated only with institutional work, not transfer work. Select the Search button for this field to display the Department Validation (STVDEPT) list. (lookup) List Department Validation (STVDEPT)
Subject	Code of the subject being excluded from satisfying the detail requirement. Select the Search button for this field to display the Subject Validation (STVSUBJ) list. (lookup) List Subject Validation (STVSUBJ)
Course Number Low	Course number that is being excluded, or the lowest number in a range of excluded courses. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Course Number High	Highest number in a range of excluded courses. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Course Attribute	Code of the course attribute excluded from satisfying the detail requirement. You can define a restriction as a single course attribute, so that any course with the attribute is excluded, or as a combination of values, so that a course must meet all of the specifications to be excluded. Select the Search button for this field to display the Degree Program Attribute Validation (STVATTR) list. (lookup) List Degree Program Attribute Validation (STVATTR)

Fields	Descriptions
Student Attribute	Code of the student attribute excluded from satisfying the detail requirement. If a requirement is for a student attribute, no other exclusions can be defined for this row. Select the Search button for this field to display the Student Attribute Validation (STVATTS) list. (lookup) List Student Attribute Validation (STVATTS)
Must Take In or After Term	Earliest term in which a course can be taken for this exclusion to apply. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken for this exclusion to apply. If a value is entered, it must be equal to or greater than the start term. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)

Group Course/Attribute Attachment Rules Window

Use the Course/Attribute Attachment Rules window if you need to define very complicated requirements that cannot be easily configured using Boolean logic.

Attachment rules use the same variables as other attachments, but add the concept of *conditions*. Rules allow you to specify the number of conditions that must be satisfied and also allow you to place requirements and restrictions on conditions.

After you define the number of conditions in the upper portion of the window, you must save your changes before you can define the conditions in the lower portion of the window.

This window is composed of the Rule Umbrella block and the Rule Detail block.

Rule Umbrella Block

Use this block to define the rule umbrella.

Fields	Descriptions
From Term	First term in which this rule is in effect. Display only.
To Term	Last term in which this rule is in effect. Display only.
Rule	Rule code entered in **Rule** field in the Course/Attribute Attachment window. Display only. (lookup) Edit Rule Text window
Description	Description of the rule. Required.
Rule Text	Checkbox used to indicate whether text has been associated with this rule. Use the Search button to access the Rule Text window.
Required Number of Conditions	Number of conditions required for this rule.
Required Credits Per Condition	Number of required credits for each condition, if appropriate.

Fields	Descriptions
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits Per Condition** field or the **Required Courses Per Condition** field, or both. Use the **Connector** radio button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See "Connectors" on page 2-1 for more information about connectors.
Required Courses Per Condition	Number of required courses for each condition.
Maximum Credits Per Condition	Maximum number of credits that can be used per condition.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits Per Condition** field or the **Maximum Courses Per Condition** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Courses Per Condition	Maximum number of courses that can be used per condition.
Total Required Credits	Total number of credits required to satisfy the entire rule.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Total Required Credits** field or the **Total Required Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)

Fields	Descriptions
Total Required Courses	Total number of courses required to satisfy the entire rule.
Total Maximum Credits	Maximum number of credits which may be used to satisfy the entire rule.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Total Maximum Credits** field or the **Total Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Total Maximum Courses	Maximum number of courses that can be used to satisfy the entire rule.

More buttons in the Display-Only block

Mouse	*Keyboard*	*Result*
Comments	Edit	Opens the Rule Text window

Rule Detail Block

This block displays the detail for the rule umbrella.

Fields	Descriptions
Data Exists Indicator (untitled)	Indicator for whether data exists for the row. If so, an asterisk (*) is displayed in this field. Display only.
Condition	Condition defined on this row. Display only. The system determines conditions based on the way in which you define the detail lines. For example, all entries using the same set will have a single condition number, because all are part of one condition. Review the condition indicators to determine whether you have defined the detail requirements correctly and to understand how compliance interprets the required number of conditions specified in your rule umbrella.

Fields	Descriptions
Set	User-defined identifier for the set to which this requirement belongs, if applicable. The value can be alphanumeric, but must begin with an alpha character. See "Sets and Subsets" on page 2-10 for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	User-defined identifier for the rule for this requirement, if applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area. See "Rules" on page 2-13 for more information about rules. Select the Search button for this field to display the Course/Attribute Attachment Rules window. (lookup) Edit Course/Attribute Attachment Rules window
Subject	Code of the subject associated with the required course. Select the Search button for this field to display the Subject Validation (STVSUBJ) list. (lookup) List Subject Validation (STVSUBJ)
Course Number Low	Course number that, when combined with the subject code, is a specifically required course, or the lowest number in a range of courses that can satisfy the requirement. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List

Fields	Descriptions
Course Number High	Highest number in a range of courses that can satisfy the requirement. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the Search button for this field to display the Existing Courses List. (lookup) Count Hits Existing Courses List
Use Catalog	Checkbox used to indicate whether the system should use only those courses within the range specified in the **Course Number Low** and **Course Number High** fields that are defined in your course catalog. If this checkbox is cleared, compliance will use any course the student has completed (for example, academic history or transfer) in-progress or planned to attempt to meet the requirement.
Course Attribute	Code of the course attribute associated with this requirement, if applicable. You can define a requirement as a single course attribute, so that any course with the attribute satisfies the requirement, or as a combination of values, so that a course must meet all of the specifications to satisfy the requirement. Select the Search button for this field to display the Degree Program Attribute Validation (STVATTR) list. (lookup) List Degree Program Attribute Validation (STVATTR)

Fields	Descriptions
Student Attribute	Code of the student attribute associated with this requirement, if applicable. If a requirement is for a student attribute, the only other values for the requirement that can be defined are: • **Set** • **Subset** • **Compliance Credits** • **Compliance Courses** Select the Search button for this field to display the Student Attribute Validation (STVATTS) list. (lookup) List Student Attribute Validation (STVATTS)
Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.
Minimum Grade	Minimum grade earned for the course to satisfy the requirement. **Note:** The restriction applies only to grade codes with levels that match the native course level for the group. Minimum grades can also be defined at the program, area, or group level. If a minimum grade is already in effect at a higher level, you can be more restrictive for the detail requirement, but you cannot be less restrictive at a lower level. Select the Search button for this field to display the Grade Code Maintenance Form (SHAGRDE). (lookup) List Grade Code Maintenance Form (SHAGRDE)
Minimum Credits Per Course	Minimum number of credits earned for the course to satisfy the requirement.

Fields	Descriptions
Maximum Credits Per Course	Maximum number of credits for the course to satisfy the requirement.
Use Split Courses	Checkbox used to indicate whether the remaining credits from a course that was partially used to satisfy another requirement can be used to satisfy this one. Course credits are split only when a requirement or restriction has a maximum number of credits. The **Maximum Credits** field controls whether a course will be split if it has more credits than are required to satisfy a requirement or would cause a restriction to be exceeded. *Example:* A student who is an English major has taken ENGL 1050 (a literature course [attribute = *LIT*] that can be taken for variable credits based on the amount of outside reading) for 4 credits. The English major requires exactly 3 credits in ENGL 1050 (required minimum credits = *3* and required maximum credits = *3*), and also requires at least 6 credits in literature courses (attribute = *LIT*). If the literature attribute requirement allows split courses to be used, the remaining 1 credit from ENGL 1050 would be applied to the attribute requirement.
Required Credits	Minimum number of credits required to satisfy the requirement.
Connector None/And/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits** field or the **Required Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Courses	The minimum number of courses required in order to satisfy this requirement. Optional.

Fields	Descriptions
Maximum Credits	Maximum number of credits from a course or range of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Courses	Maximum number of courses that can be used to satisfy this requirement.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken to satisfy this requirement. If a value is entered, it must be equal to or greater than the start term. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)
Use Transfer Courses	Checkbox used to indicate whether transfer work can be used to satisfy this requirement.

Fields	Descriptions
Transfer Credits	Maximum number of transfer credits from a course or range of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Radio button group to indicate which value(s) the system should use. You can enter a value in either the **Transfer Credits** field or the **Transfer Courses** field, or both. Use the **Connector** radio button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Transfer Courses	Maximum number of transfer courses that can be used to satisfy this requirement.
Count in GPA	Checkbox used to indicate whether work used to satisfy this requirement should be used in GPA calculations.
Compliance Credits	Number of credits that can accumulate toward group, area, and program general requirements after this requirement is satisfied. The value can be higher or lower than the actual number of credits used.
Compliance Courses	Number of courses that can accumulate toward group, area, and program general requirements after this requirement is satisfied. The value can be higher or lower than the actual number of courses used. When compliance credits/courses are specified, the detail requirements are processed normally, but the compliance credits/courses are used *instead of* the actual credits/courses. Compliance credits/courses are used only in the calculation of group, area, or program total required credits/courses. *Example:* You require that a student take at least two physical education courses, but the physical education credits do not accumulate toward the requirements for the degree. You define the requirement to include the courses that satisfy the requirement, but set compliance credits and courses to *0*.

Fields	Descriptions
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)
Adjusted Credits	Number of credits that can accumulate toward group, area, and program minimum credit requirements, even though the requirement has been waived. Credits can be entered only when a waiver action code that counts is entered. **Note:** A waiver action code that counts is one in which the requirement is waived and the credits that were associated with the original requirement are "counted" as waived. Waiver action codes that do not count waive the original requirement, but the credits associated with the original requirement need to be made up from elsewhere.
Adjusted Courses	Number of courses that can accumulate toward group, area, and program minimum courses requirements, even though the requirement has been waived. Courses can be entered only when a waiver action code that counts is entered.
Campus	Code of the campus associated with the requirement, if the course must be taken on a specific campus to satisfy the requirement. Course campus is associated only with institutional work, not transfer work. Select the Search button for this field to display the Campus Validation (STVCAMP) list. (lookup) List Campus Validation (STVCAMP)

Fields	Descriptions
College	Code of the college associated with the requirement, if the course must be taken at a specific college to satisfy the requirement. Course college is associated only with institutional work, not transfer work. Select the Search button for this field to display the College Validation (STVCOLL) list. (lookup) List College Validation (STVCOLL)
Department	Code of the department associated with the requirement, if the course must be taken within a specific department to satisfy the requirement. Course department is associated only with institutional work, not transfer work. Select the Search button for this field to display the Department Validation (STVDEPT) list. (lookup) List Department Validation (STVDEPT)

Rule Text Window

Use the Rule Text window to enter text for the course attachment rule.

Fields	Descriptions
Text	Text associated with the course attachment rule. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.

Fields	Descriptions
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the Search button for this field to display the Compliance Print Codes (STVPRNT) list. (lookup) List Compliance Print Codes (STVPRNT)

Student Targets, Waivers & Substitutions Form (SMASADJ)

Use the Student Targets, Waivers, and Substitutions Form (SMASADJ) to indicate that specific courses should be used to fulfill specific requirements or to waive individual course/attribute detail requirements entirely.

This form allows you to perform the following kinds of adjustments:

- Targets, which enable you to indicate that a completed course should be used to fulfill a requirement different from the one compliance would otherwise use it toward
- Waivers, which allow you to indicate that a student does not need to fulfill a requirement for a specific course
- Substitutions, which allow you to specify that a course that would not normally fulfill a requirement should be used to fulfill a requirement

This form includes the following windows:

- "Main Window" on page 9-171
- "Target Courses Information Window" on page 9-172
- "Waivers Window" on page 9-174
- "Substitutions Window" on page 9-176
- "Other Adjustments Tracking Window" on page 9-179

Main Window

The main window is composed of the Key Block and the Navigation block.

Key Block

Use this block to specify the ID and term for which you want to enter or display targets, waivers, or substitutions.

Fields	Descriptions
ID	Banner ID of the person for whom you want to enter an adjustment. If you enter an ID that is not defined on the Student Adjustment Library Form (SMASLIB), the system displays a message with an option that opens SMASLIB so that the ID can be added. Select the Search button for this field to display the Option List. (lookup) List — Person Search Form (SOAIDEN) (lookup) Count Hits — Student Adjustment Query Form (SMISLIB)
Term	Term associated with the adjustment. Select the Search button for this field to display the Option List. (lookup) List — Catalog Term Codes List (lookup) Duplicate Item — Terms Represented in Student Adjustment List
Catalog	Academic year to which the term belongs. Display only.

Navigation Block

Use this block to navigate to the window in which you want to make adjustments to the area specified in the Key Block.

More buttons in the main window

Mouse	*Keyboard*	*Result*
Target Courses	Enter/Return/Space bar	Opens the Target Courses Information window
Waivers	Enter/Return/Space bar	Opens the Waivers window
Substitutions	Enter/Return/Space bar	Opens the Substitutions window
All Tracking	Enter/Return/Space bar	Opens the Other Adjustments Tracking window

Target Courses Information Window

Use the Target Courses Information window to specify for an individual student that a particular completed course should fulfill a specific requirement instead of another requirement to which it would otherwise apply.

Course targets can be defined globally (that is, they can apply to requirements in any program), or they can be applied only in specified programs.

This window is composed of the Target Courses block and the Valid Programs block.

Target Courses Block

Use this block to enter or display the target courses for the ID and term specified in the Key Block of the main window.

Fields	Descriptions
From Term	First term in which this set of targets is in effect. Display only.
To Term	Last term in which this set of targets is in effect. Display only.
Subject	Code of the subject of the target course. Required. Select the Search button for this field to display the Subject Validation (STVSUBJ) list. (lookup) List Subject Validation (STVSUBJ)
Course	Course number of the target course. Required. Select the Search button for this field to display the Existing Courses List. (lookup) List Existing Courses List
Attribute	Code of the course attribute associated with this target adjustment, if applicable. Select the Search button for this field to display the Degree Program Attribute Validation (STVATTR) list. (lookup) List Degree Program Attribute Validation (STVATTR)

Fields	Descriptions
Area	Code of the area associated with the target adjustment, if applicable. Required. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA). (lookup) List Existing Area Inquiry Form (SMIAREA)
Group	Code of the group associated with the target adjustment. Required. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP). (lookup) List Existing Group Inquiry Form (SMIGROP)

More buttons in the Target Courses block

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies course targets from a prior term range to a new effective term range
Maintenance	Duplicate Item	Ends course targets

Valid Programs Block

Use this block to limit course targets to specific programs, if desired.

Fields	Descriptions
From Term	First term in which this set of valid programs specified for the target is in effect. Display only.
To Term	Last term in which this set of valid programs specified for the target is in effect. Display only.
Program	Code of the program to which the course targets apply. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG). (lookup) List Existing Program Inquiry Form (SMIPROG) (lookup) Count Hits Program Definition Rules Form (SMAPRLE)

More buttons in the Valid Programs block

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies valid programs for a course target from a prior term range to a new effective term range
Maintenance	Duplicate Item	Ends valid programs for the course target

Waivers Window

Use the Waivers window to waive an existing requirement for a student.

Waivers can be defined globally (that is, they can apply to requirements in any program), or they can be applied only in specified programs.

This window is composed of the Waivers block and the Valid Programs block.

Waivers Block

Use this block to enter or display the waivers for the ID and term specified in the Key Block of the main window.

Fields	**Descriptions**
From Term	First term in which this set of waivers is in effect. Display only.
To Term	Last term in which this set of waivers is in effect. Display only.
Subject	Code of the subject of the waived course. Required. Select the Search button for this field to display the Subject Validation (STVSUBJ) list. (lookup) List Subject Validation (STVSUBJ)
Course	Course number of the waived course. Required. Select the Search button for this field to display the Existing Courses List. (lookup) List Existing Courses List

Fields	Descriptions
Attribute	Code of the course attribute associated with this waiver, if applicable. Select the Search button for this field to display the Degree Program Attribute Validation (STVATTR) list. (lookup) List Degree Program Attribute Validation (STVATTR)
Area	Code of the area associated with the waiver, if applicable. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA). (lookup) List Existing Area Inquiry Form (SMIAREA)
Group	Code of the group associated with the waiver. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP). (lookup) List Existing Group Inquiry Form (SMIGROP)
Action	Code of the action associated with this waiver associated with this waiver. Required. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)
Credits	Number of credits that will accumulate toward the group, area, and program totals. A value can be entered only if the action code associated with this waiver is defined such that credits will be counted toward the waived requirement.

More buttons in the Waivers block

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies waivers from a prior term range to a new effective term range
Maintenance	Duplicate Item	Ends waivers

Valid Programs Block

Use this block to limit waived requirements to specific programs, if desired.

Fields	Descriptions
From Term	First term in which this set of valid programs specified for the waiver is in effect. Display only.
To Term	Last term in which this set of valid programs specified for the waiver is in effect. Display only.
Program	Code of the program to which the course waivers apply. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG). (lookup) List — Existing Program Inquiry Form (SMIPROG) (lookup) Count Hits — Program Definition Rules Form (SMAPRLE)

More buttons in the Valid Programs block

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies valid programs specified for the waiver from a prior term range to a new effective term range
Maintenance	Duplicate Item	Ends valid programs specified for the waiver

Substitutions Window

Use the Substitutions window to specify that a course that would not normally fulfill a requirement should be used to fulfill it.

Substitutions can be defined globally (that is, they can apply to requirements in any program), or they can be applied only in specified programs.

This window is composed of the Substitutions block and the Valid Programs block.

Substitutions Block

Use this block to enter or display the substitutions for the ID and term specified in the Key Block of the main window.

Fields	Descriptions
From Term	First term in which this set of substitutions is in effect. Display only.
To Term	Last term in which this set of substitutions is in effect. Display only.
Requirements Subject	Code of the subject of the original requirement. Required. Select the Search button for this field to display the Subject Validation (STVSUBJ) list. (lookup) List Subject Validation (STVSUBJ)
Requirements Course	Course number of the original requirement. Required. Select the Search button for this field to display the Existing Courses List. (lookup) List Existing Courses List
Requirements Attribute	Code of the course attribute associated with the original requirement, if applicable. Select the Search button for this field to display the Degree Program Attribute Validation (STVATTR) list. (lookup) List Degree Program Attribute Validation (STVATTR)
Substitutions Subject	Code of the subject of the substituted course. Required. Select the Search button for this field to display the Subject Validation (STVSUBJ) list. (lookup) List Subject Validation (STVSUBJ)
Substitutions Course	Course number of the substituted course. Required. Select the Search button for this field to display the Existing Courses List. (lookup) List Existing Courses List

Fields	Descriptions
Substitutions Attribute	Code of the course attribute associated with the substituted course, if applicable. Select the Search button for this field to display the Degree Program Attribute Validation (STVATTR) list. (lookup) List Degree Program Attribute Validation (STVATTR)
Area	Code of the area associated with the substitution, if applicable. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA). (lookup) List Existing Area Inquiry Form (SMIAREA)
Group	Code of the group associated with the substitution. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP). (lookup) List Existing Group Inquiry Form (SMIGROP)
Action	Code of the action associated with this substitution. Select the Search button for this field to display the Action Code Validation (STVACTN) list. (lookup) List Action Code Validation (STVACTN)
Credits	Number of credits that will accumulate toward the group, area, and program totals.

More buttons in the Substitutions block

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies substitutions from a prior term range to a new effective term range
Maintenance	Duplicate Item	Ends substitutions

Valid Programs Block

Use this block to limit substitutions to specific programs, if desired.

Fields	Descriptions
From Term	First term in which this set of valid programs specified for the substitution is in effect. Display only.
To Term	Last term in which this set of valid programs specified for the substitution is in effect. Display only.
Program	Code of the program to which the substitutions apply. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG). (lookup) List — Existing Program Inquiry Form (SMIPROG) (lookup) Count Hits — Program Definition Rules Form (SMAPRLE)

More buttons in the Valid Programs block

Mouse	*Keyboard*	*Result*
Maintenance	Duplicate Record	Copies valid programs specified for the substitution from a prior term range to a new effective term range
Maintenance	Duplicate Item	Ends valid programs specified for the substitution

Other Adjustments Tracking Window

Use the Other Adjustments Tracking window to view an audit trail of all adjustment actions. One audit trail record is automatically written for each table/ effective term/user/date combination. You can also enter comments associated with each audit trail entry.

This window is composed of the Display-Only block and the Tracking Text block.

Display-Only Block

This block displays details about record for which adjustment tracking text is being entered or displayed.

Fields	Descriptions
Table	Seven-character name and full name of the table for which the adjustment was made. Select the Search button for this field to display the Other Adjustment Tracking Tables List. (lookup) List Other Adjustment Tracking Tables List
Term	Code of the term for which the adjustment was effective. Display only. For searches, select the Search button for this field to display the Other Adjustment Tracking Terms List. (lookup) List Other Adjustment Tracking Terms List
User	Banner ID of the person who made the adjustment. Display only.
Activity Date	Date on which the adjustment was made. Display only.

Tracking Text Block

Use this block to enter or display the adjustment tracking text for the program specified in the Key Block of the main window.

Fields	Descriptions
Text Tracking	Text associated with the adjustment. **Note:** There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Activity Date	Date on which the text was entered or modified.

Program Requirements Form (SMQSPDF)

The Program Requirements Form (SMQSPDF) is displayed when you choose to default requirements into a program adjustment window. The form itself is not accessable via the navigation menu or Direct Access, and the windows for this form can be accessed only via the Student Program Adjustments Form (SMASPRG).

This form includes the following windows:

- "Default All Program Information Window" on page 9-181
- "Default Program General Requirements Window" on page 9-184
- "Default Program Text Window" on page 9-184
- "Default Program Non-Course Requirements Window" on page 9-185
- "Default Additional Course Levels to Include/Exclude Window" on page 9-186
- "Default Required Attributes Window" on page 9-187
- "Default Program Restricted Subject/Attributes Window" on page 9-188
- "Default Program Restricted Grade Window" on page 9-189
- "Default Area Attachment and Priority Control Window" on page 9-190

Default All Program Information Window

Use the Default All Program Information window to copy all of an existing program's requirements to the student's program adjustment record.

Note: This window is available only if no program requirements have been defined for the student's program adjustment record.

This window can be accessed only from the key block of the Student Program Adjustments Form (SMASPRG).

This window is composed of the Display-Only Block and the Default block.

Display-Only Block

This block displays details about the record to which program information is being defaulted.

Fields	Descriptions
ID	Banner ID of the person for whom you want to adjust program requirements.
Term	Term in which the program adjustments began.

Fields	Descriptions
Program	Code of the program for which requirements are being adjusted.
Catalog	Academic year to which the term belongs.
Student Level	Student level associated with the program.
Course Level	"Native" course level associated with the program.

Default Block

Use this block to specify the program from which you want to default all requirements.

Fields	Descriptions
Default From Program	Program from which to copy all requirements. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG). (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy all requirements. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)
General Requirements	This checkbox is selected if general requirements exist for the program/term being copied. If you do not want to copy general requirements to the program, clear this checkbox.

Fields	Descriptions
Program Text	This checkbox is selected if program text exists for the program/term being copied. If you do not want to copy program text to the program, clear this checkbox.
Non-Course Requirement	This checkbox is selected if non-course requirements exist for the program/term being copied. If you do not want to copy non-course requirements to the program, clear this checkbox.
Additional Levels	This checkbox is selected if additional levels exist for the program/term being copied. If you do not want to copy additional levels to the program, clear this checkbox.
Program Attributes	This checkbox is selected if program attributes exist for the program/term being copied. If you do not want to copy program attributes to the program, clear this checkbox.
Restricted Subjects	This checkbox is selected if restricted subjects exist for the program/term being copied. If you do not want to copy restricted subjects to the program, clear this checkbox.
Restricted Grade	This checkbox is selected if restricted grades exist for the program/term being copied. If you do not want to copy restricted grades to the program, clear this checkbox.
Program Area Attachment	This checkbox is selected if program area attachments exist for the program/term being copied. If you do not want to copy program area attachments to the program, clear this checkbox.

More buttons in the Default All Program Information window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies program information from the other program

Default Program General Requirements Window

Use the Default Program General Requirements window to copy existing program's general requirements to a student's program adjustment record.

Note: This window is available only if no program-level general requirements have been defined for the student's program adjustment record.

This window can be accessed only from the Program General Requirements Adjustments window of the Student Program Adjustments Form (SMASPRG).

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Fields	Descriptions
Default From Program	Program from which to copy general requirements. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG). (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy program general requirements. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Program General Requirements window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies general requirements to the program adjustment record

Default Program Text Window

Use the Default Program Text window to copy an existing program's text to a student's program adjustment record.

Note: This window is available only if no program-level text has been defined for the student's program adjustment record.

This window can be accessed only from the Program Text Adjustments window of the Student Program Adjustments Form (SMASPRG).

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Fields	Descriptions
Default From Program	Program from which to copy text. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG). (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy program text. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Program Text window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies text to the program adjustment record

Default Program Non-Course Requirements Window

Use the Default Program Non-Course Requirements window to copy an existing program's non-course requirements to a student's program adjustment record.

Note: This window is available only if no program-level non-course requirements have been defined for the student's program adjustment record.

This window can be accessed only from the Program Non-Course Requirements Adjustments window of the Student Program Adjustments Form (SMASPRG).

Fields	Descriptions		
Default From Program	Program from which to copy non-course requirements. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG).		
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.		
Program Rules Term	Term from which to copy program non-course requirements. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Program Non-Course Requirements window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies non-course requirements to the program adjustment record

Default Additional Course Levels to Include/Exclude Window

Use the Default Additional Course Levels to Include/Exclude window to copy an existing program's included/excluded course levels to student's program adjustment record.

Note: This window is available only if no program-level additional course levels have been defined for the student's program adjustment record.

This window can be accessed only from the Program Additional Course Levels Adjustments window of the Student Program Adjustments Form (SMASPRG).

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Fields	Descriptions
Default From Program	Program from which to copy included/excluded course levels. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG). (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy included/excluded course levels. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Additional Course Levels to Include/Exclude window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies included/excluded course levels to the program adjustment record

Default Required Attributes Window

Use the Default Required Attributes window to copy an existing program's required attributes to a student's program adjustment record.

Note: This window is available only if no program-level required attributes have been defined for the student's program adjustment record.

This window can be accessed only from the Program Required Attributes Adjustments window of the Student Program Adjustments Form (SMASPRG).

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Fields	Descriptions		
Default From Program	Program from which to copy required attributes. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG).		
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.		
Program Rules Term	Term from which to copy required attributes. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Required Attributes window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies required attributes to the program adjustment record

Default Program Restricted Subject/Attributes Window

Use the Default Program Restricted Subject/Attributes window to copy an existing program's restricted subjects and attributes to a student's program adjustment record.

Note: This window is available only if no program-level restricted subjects/attributes have been defined for the student's program adjustment record.

This window can be accessed only from the Program Restricted Subjects/Attributes Adjustments window of the Student Program Adjustments Form (SMASPRG).

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Fields	Descriptions
Default From Program	Program from which to copy restricted subjects and attributes. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG). (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy restricted subjects and attributes. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Program Restricted Subject/Attributes window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies restricted subjects/attributes to the program adjustment record

Default Program Restricted Grade Window

Use the Default Program Restricted Grade window to copy an existing program's restricted grades to a student's program adjustment record.

Note: This window is available only if no program-level restricted grades have been defined for the student's program adjustment record.

This window can be accessed only from the Program Restricted Grades Adjustments window of the Student Program Adjustments Form (SMASPRG).

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Fields	Descriptions		
Default From Program	Program from which to copy restricted grades. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG).		
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.		
Program Rules Term	Term from which to copy restricted grades. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Program Restricted Grade window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies restricted grades to the program adjustment record

Default Area Attachment and Priority Control Window

Use the Default Area Attachment and Priority Control window to copy an existing program's area attachments to another program.

Note: This window is available only if no area attachments have been defined for the student's program adjustment record.

This window can be accessed only from the Program Area Attachments Adjustments window of the Student Program Adjustments Form (SMASPRG).

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

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Fields	Descriptions		
Default From Program	Program from which to copy area attachments. Select the Search button for this field to display the Existing Program Inquiry Form (SMIPROG).		
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.		
Program Rules Term	Term from which to copy area attachments. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Program Inquiry Form (SMIPROG)

More buttons in the Default Area Attachment and Priority Control window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies area attachments to the program adjustment record

Area Requirements Form (SMQSADF)

The Area Requirements Form (SMQSADF) is displayed when you choose to default requirements into an area adjustment window. The form itself is not accessable via the navigation menu or Direct Access, and the windows for this form can be accessed only via the Student Area Adjustments Form (SMASARA).

This form includes the following windows:

- “Default All Detail Window” on page 9-192
- “Default Area General Requirements Window” on page 9-194
- “Default Area Text Window” on page 9-195
- “Default Additional Course Levels to Include/Exclude Window” on page 9-196

- "Default Restricted Subjects/Attributes Window" on page 9-197
- "Default Restricted Grades Window" on page 9-198
- "Default Detail Attachments Window" on page 9-199

Default All Detail Window

Use the Default All Detail window to copy all of an existing area's requirements to the student's area adjustment record.

Note: This window is available only if no area-level requirements have been defined for the student's area adjustment record.

This window can be accessed only from the key block of the Student Area Adjustments Form (SMASARA).

This window is composed of the Display-Only Block and the Default block.

Display-Only Block

This block displays details about the record to which area information is being defaulted.

Fields	Descriptions
ID	Banner ID of the person for whom you want to adjust area requirements.
Term	Term in which the area adjustments began.
Area	Code of the area for which requirements are being adjusted.
Catalog	Academic year to which the term belongs.
Student Level	Student level associated with the area.
Course Level	"Native" course level associated with the area.

Default Block

Use this block to specify the area from which you want to default all requirements.

Fields	Descriptions
Default From Area	Area from which to copy all details. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA). (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy area details. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)
General Requirements	This checkbox is selected if general requirements exist for the area/term being copied. If you do not want to copy general requirements to the area, clear this checkbox.
Area Text	This checkbox is selected if area text exists for the area/term being copied. If you do not want to copy area text to the area, clear this checkbox.
Include/Exclude Additional Levels	This checkbox is selected if additional levels exist for the area/term being copied. If you do not want to copy additional levels to the area, clear this checkbox.
Restricted Subjects/ Attributes	This checkbox is selected if restricted subjects and attributes exist for the area/term being copied. If you do not want to copy restricted subjects and attributes to the area, clear this checkbox.

Fields	Descriptions
Restricted Grades	This checkbox is selected if restricted grades exist for the area/term being copied. If you do not want to copy restricted grades to the area, clear this checkbox.
Group Attachments	This checkbox is selected if group attachments exist for the area/term being copied. If you do not want to copy group attachments to the area, clear this checkbox.
Course Attachments	This checkbox is selected if course attachments exist for the area/term being copied. If you do not want to copy course attachments to the area, clear this checkbox.

More buttons in the Default All Detail window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies area information from the other area

Default Area General Requirements Window

Use the Default Area General Requirements window to copy an existing area's general requirements to a student's area adjustment record.

Note: This window is available only if no area-level general requirements have been defined for the student's area adjustment record.

This window can be accessed only from the Area General Requirement Adjustments window of the Student Area Adjustments Form (SMASARA).

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Fields	Descriptions
Default From Area	Area from which to copy general requirements. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA). (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)

Fields	Descriptions
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy general requirements. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)

More buttons in the Default Area General Requirements window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies general requirements to the area adjustment record

Default Area Text Window

Use the Default Area Text window to copy an existing area's text to a student's area adjustment record.

Note: This window is available only if no area-level text has been defined for the student's area adjustment record.

This window can be accessed only from the Area Text window of the Student Area Adjustments Form (SMASARA).

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Fields	Descriptions
Default From Area	Area from which to copy area text. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA). (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.

Fields	Descriptions
Area Rules Term	Term from which to copy area text. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List — Catalog Term Codes List (lookup) Count Hits — Existing Area Inquiry Form (SMIAREA)

More buttons in the Default Area Text window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies text to the area adjustment record

Default Additional Course Levels to Include/Exclude Window

Use the Default Additional Course Levels to Include/Exclude window to copy an existing area's included/excluded course levels to a student's area adjustment record.

Note: This window is available only if no area-level additional course levels have been defined for the student's area adjustment record.

This window can be accessed only from the Include/Exclude Course Level window of the Student Area Adjustments Form (SMASARA).

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Fields	Descriptions
Default From Area	Area from which to copy included/excluded course levels. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA). (lookup) Count Hits — Existing Area Inquiry Form (SMIAREA)
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.

Fields	Descriptions
Area Rules Term	Term from which to copy included/excluded course levels. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)

More buttons in the Default Additional Course Levels to Include/Exclude window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies additional course levels to the area adjustment record

Default Restricted Subjects/Attributes Window

Use the Default Restricted Subjects/Attributes window to copy an existing area's restricted subjects and attributes to a student's area adjustment records.

Note: This window is available only if no area-level restricted subjects/attributes have been defined for the student's area adjustment record.

This window can be accessed only from the Restricted Subjects/Attributes window of the Student Area Adjustments Form (SMASARA).

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Fields	Descriptions
Default From Area	Area from which to copy restricted subjects and attributes. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA). (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.

Fields	Descriptions
Area Rules Term	Term from which to copy restricted subjects and attributes. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List — Catalog Term Codes List (lookup) Count Hits — Existing Area Inquiry Form (SMIAREA)

More buttons in the Default Restricted Subjects/Attributes window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies restricted subjects/attributes to the area adjustment record

Default Restricted Grades Window

Use the Default Restricted Grades window to copy an existing area's restricted grades to a student's program requirements.

Note: This window is available only if no area-level restricted grades have been defined for the student's area adjustment record.

This window can be accessed only from the Area Restricted Grades window of the Student Area Adjustments Form (SMASARA).

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Fields	Descriptions
Default From Area	Area from which to copy restricted grades. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA). (lookup) Count Hits — Existing Area Inquiry Form (SMIAREA)
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.

Fields	Descriptions
Area Rules Term	Term from which to copy restricted grades. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)

More buttons in the Default Restricted Grades window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies restricted grades to the area adjustment record

Default Detail Attachments Window

Use the Default Detail Attachments window to copy an existing area's course attachments to another area.

Note: This window is available only if no area-level course attachments have been defined for the student's area adjustment record.

This window can be accessed only from the key block of the Area Course/Attribute Attachment Form (SMQSACR).

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Fields	Descriptions
Default From Area	Area from which to copy course attachments. Select the Search button for this field to display the Existing Area Inquiry Form (SMIAREA). (lookup) Count Hits Existing Area Inquiry Form (SMIAREA)
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.

Fields	Descriptions		
Area Rules Term	Term from which to copy course attachments. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Area Inquiry Form (SMIAREA)

More buttons in the Default Detail Attachments window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies attachments to the area adjustment record

Group Requirements Form (SMQSGDF)

The Group Requirements Form (SMQSGDF) is displayed when you choose to default requirements into a group adjustment window. The form itself is not accessable via the navigation menu or Direct Access, and the windows for this form can be accessed only via the Student Group Adjustments Form (SMASGROP).

This form includes the following windows:

- “Default All Detail Window” on page 9-200
- “Default Group General Requirements Window” on page 9-203
- “Default Group Text Window” on page 9-204
- “Default Additional Course Levels to Include/Exclude Window” on page 9-204
- “Default Restricted Subjects/Attributes Window” on page 9-205
- “Default Restricted Grades Window” on page 9-206
- “Default Detail Attachments Window” on page 9-207

Default All Detail Window

Use the Default All Detail window to copy an existing group's requirements to a student’s group adjustment record.

Note: This window is available only if no group-level requirements have been defined for the student’s group adjustment record.

This window can be accessed only from the key block of the Student Group Adjustments Form (SMASGROP).

This window is composed of the Display-Only Block and the Default block.

Display-Only Block

This block displays details about the record to which group information is being defaulted.

Fields	Descriptions
ID	Banner ID of the person for whom you want to adjust group requirements.
Term	Term in which the group adjustments began.
Area	Code of the group for which requirements are being adjusted.
Catalog	Academic year to which the term belongs.
Student Level	Student level associated with the group.
Course Level	"Native" course level associated with the group.

Default Block

Use this block to specify the group from which you want to default all requirements.

Fields	Descriptions
Default From Group	Group from which to copy details. When a valid code is entered, the description is automatically displayed. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP). (lookup) Count Hits Existing Group Inquiry Form (SMIGROP)
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.

Fields	Descriptions
Group Rules Term	Term from which to copy group details. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Group Inquiry Form (SMIGROP)
General Requirements	This checkbox is selected if general requirements exist for the group/term being copied. If you do not want to copy general requirements to the group, clear this checkbox.
Group Text	This checkbox is selected if text exists for the group/term being copied. If you do not want to copy text to the group, clear this checkbox.
Include/Exclude Additional Levels	This checkbox is selected if additional levels exist for the group/term being copied. If you do not want to copy additional levels to the group, clear this checkbox.
Restricted Subjects/ Attributes	This checkbox is selected if restricted subjects and attributes exist for the group/term being copied. If you do not want to copy restricted subjects and attributes to the group, clear this checkbox.
Restricted Grades	This checkbox is selected if restricted grades exist for the group/term being copied. If you do not want to copy restricted grades to the group, clear this checkbox.
Course Attachments	This checkbox is selected if course attachments exist for the group/term being copied. If you do not want to copy course attachments to the group, clear this checkbox.

More buttons in the Default All Detail window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies detail requirements to the group adjustment record

Default Group General Requirements Window

Use the Default Group General Requirements window to copy an existing group's general requirements to a student's group adjustment record.

Note: This window is available only if no group-level general requirements have been defined for the student's group adjustment record.

This window can be accessed only from the Group General Requirement Adjustments window of the Student Group Adjustments Form (SMASGROP).

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Fields	**Descriptions**		
Default From Group	Group from which to copy general requirements. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP).		
	(lookup)	Count Hits	Existing Group Inquiry Form (SMIGROP)
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.		
Group Rules Term	Term from which to copy general requirements. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Group Inquiry Form (SMIGROP)

More buttons in the Default Group General Requirements Window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies general requirements to the group adjustment record

Default Group Text Window

Use the Default Group Text window to copy an existing group's text to another group.

Note: This window is available only if no group-level text has been defined for the student's group adjustment record.

This window can be accessed only from the Group Text Adjustments window of the Student Group Adjustments Form (SMASGROP).

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Fields	Descriptions		
Default From Group	Group from which to copy group text. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP).		
	(lookup)	Count Hits	Existing Group Inquiry Form (SMIGROP)
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.		
Group Rules Term	Term from which to copy group text. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Group Inquiry Form (SMIGROP)

More buttons in the Default Group Text window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies text to the group adjustment record

Default Additional Course Levels to Include/Exclude Window

Use the Default Additional Course Levels to Include/Exclude window to copy an existing group's included/excluded course levels to a student's group adjustment record.

Note: This window is available only if no group-level additional course levels have been defined for the student's group adjustment record.

This window can be accessed only from the Group Additional Course Level Adjustments window of the Student Group Adjustments Form (SMASGROP).

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Fields	Descriptions
Default From Group	Group from which to copy included/excluded course levels. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP). (lookup) Count Hits Existing Group Inquiry Form (SMIGROP)
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy included/excluded course levels. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Group Inquiry Form (SMIGROP)

More buttons in the Default Additional Course Levels to Include/Exclude window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies additional course levels to the group adjustment record

Default Restricted Subjects/Attributes Window

Use the Default Restricted Subjects/Attributes window to copy an existing group's restricted subjects and attributes to a student's group adjustment record.

Note: This window is available only if no group-level restricted subjects/attributes have been defined for the student's group adjustment record.

This window can be accessed only from the Group Restricted Subject/Attribute Adjustments window of the Student Group Adjustments Form (SMASGROP).

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Fields	Descriptions		
Default From Group	Group from which to copy restricted subjects and attributes. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP).		
	(lookup)	Count Hits	Existing Group Inquiry Form (SMIGROP)
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.		
Group Rules Term	Term from which to copy restricted subjects and attributes. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Group Inquiry Form (SMIGROP)

More buttons in the Default Restricted Subjects/Attributes window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies restricted subjects/attributes to the group adjustment record

Default Restricted Grades Window

Use the Default Restricted Grades window to copy an existing group's restricted grades to a student's program requirements.

Note: This window is available only if no group-level restricted grades have been defined for the student's group adjustment record.

This window can be accessed only from the Group Restricted Grade Adjustments window of the Student Group Adjustments Form (SMASGROP).

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Fields	Descriptions		
Default From Group	Group from which to copy restricted grades. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP).		
	(lookup)	Count Hits	Existing Group Inquiry Form (SMIGROP)
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.		
Group Rules Term	Term from which to copy restricted grades. Select the Search button for this field to display the Catalog Term Codes List.		
	(lookup)	List	Catalog Term Codes List
	(lookup)	Count Hits	Existing Group Inquiry Form (SMIGROP)

More buttons in the Default Restricted Grades window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies restricted grades to the group

Default Detail Attachments Window

Use the Default Detail Attachments window to copy an existing group's course attachments to another group.

Note: This window is available only if no group-level course attachments have been defined for the student's group adjustment record.

This window can be accessed only from the key block of the Group Course/ Attributes Attachment Form (SMQSGCR).

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Fields	Descriptions
Default From Group	Group from which to copy course attachments. Select the Search button for this field to display the Existing Group Inquiry Form (SMIGROP). (lookup) Count Hits Existing Group Inquiry Form (SMIGROP)
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy course attachments. Select the Search button for this field to display the Catalog Term Codes List. (lookup) List Catalog Term Codes List (lookup) Count Hits Existing Group Inquiry Form (SMIGROP)

More buttons in the Default Detail Attachments window

Mouse	*Keyboard*	*Result*
Process Default	Duplicate Record	Copies attachments to the group adjustment record

Chapter 10 WebCAPP

The WebCAPP module provides users of Student Self-Service and Faculty and Advisor Self-Service with a means of auditing a student's coursework against a selected degree program at an institution, including primary, secondary, or other degree program offerings ("what-if analyses"). Students and faculty/advisors can do the following via the Web:

- Initiate an audit
- View results
- Create degree audit reports
- View past evaluations
- Create and run new evaluations

WebCAPP interfaces with the Student System to provide uniform Web access functionality to CAPP information from the baseline data.

Refer to the *Student Self-Service User Guide* and the *Faculty and Advisor Self-Service User Guide* for more information on how this functionality is used on the Web.

This chapter discusses the following:

- "Setting Up Banner for WebCAPP Processing" on page 10-1
- "WebCAPP Rules Form (SMAWCRL)" on page 10-4

Setting Up Banner for WebCAPP Processing

Complete the following steps to set up Banner for creating degree evaluations on the Web.

1. On the Process Control Code Validation Form (STVPROC), create a code called *COMPLIANCE* with a description of *Compliance Request*. This value is used to set up the security for compliance (degree evaluations on the Web).

2. If your institution is using Faculty and Advisor Self-Service, add security rules for faculty and/or advisors for the *COMPLIANCE* process on the Faculty Attribute/Advisor Type Control Form (SOAFAPC).

3. On the Program Definition Rules Form (SMAPRLE), select the **Web** checkbox. This indicator controls whether the program in the rule should be available on the Web when a new compliance evaluation is requested and allows the student or faculty member to create new requests for this program.

   This indicator does not control whether evaluations are viewable on the Web.

4. Add the following rules to the Crosswalk Validation Form (GTVSDAX).

Internal Code	*Internal Sequence Number*	*Internal Group Code*	*External Code*	*Description*	*System Required*
WEBCURR	1	WEBCAPP	DEG See note below.	WebCAPP Curriculum Source	selected
WEBCURR	2	WEBCAPP	GST See note below.	WebCAPP Curriculum Source	selected
WEBCURR	3	WEBCAPP	ADM See note below.	WebCAPP Curriculum Source	selected
WEBCURR	4	WEBCAPP	REC See note below.	WebCAPP Curriculum Source	selected

You enter the above values in the **External Code** field for each of four rows for internal code *WEBCURR*, and assign sequence numbers in the **Seq** field to indicate your desired hierarchy. The system uses the sequence number to determine which record is displayed on the Current Curriculum page. For example, if you assigned sequence numbers *1* to *4* to the four records in the order listed above, the system would first look for a Degree record; if no degree record were found the system would look for a General Student record, and so on. If no record is found, the system displays the message *No Curriculum Record Found*.

Each of these records must have a value assigned. If you do not want the system to consider one of the records, enter an invalid value, such as *123* in the **External Code** field.

Note: You do not need to enter the record types in the order specified in the above table, which serves only as an example; you should enter the combination of sequence numbers and external codes to reflect the hierarchy in use at your institution.

5. On the WebCAPP Rules Form (SMAWCRL), set up the following in the Evaluation Display section.

   (a) Select the **Secondary Curriculum** checkbox to display the secondary curriculum information in evaluations on the Web. (Optional)

   (b) In the **Print Type** field, enter the print code to be used for displaying text on evaluations on the Web. If no code is designated, no text will print. (Optional)

   OR

   In the **Compliance Type** field, enter the compliance type to be used for deriving print codes to display evaluation text on the Web. (Optional)

(c) In the **Student Email** field, enter the e-mail code of the student to be displayed on the Web. (This is for Faculty and Advisor Self-Service only.) (Optional)

(d) In the **Faculty Email** field, enter the e-mail code of the advisor to be displayed on the Web. (This is for Student Self-Service only.) (Optional)

6. In the WebCAPP Controls section inthe Web Processing Controls window of the Term Control Form (SOATERM), do the following:

   (a) Select the **Web Evaluation Term** checkbox.

   This checkbox is used to indicate whether the term displayed in the key block should be available for selection on the Web when a user is viewing existing compliance reports or generating new compliance reports. This indicator might need to be updated for each term depending on your institution's policy on viewing and running older compliance reports.

   (b) Select the **Web Catalog Term Control** checkbox.

   This checkbox is used to indicate whether the term displayed in the key block is a valid term for the dynamic catalog for WebCAPP processing.

7. On the Compliance Default Parameter Form (SMADFLT), enter the value *WEB* in the **Default Code** field, then set up the appropriate compliance request default parameters in the form.

8. On the Originator Code Validation Form (STVORIG), make sure that the *WEB* originator code exists.

   The *WEB* originator code is used for recording where a compliance had been requested from. When a request is made, the **Origin Code** field on the Compliance Request Management Form (SMARQCM) is populated with the *WEB* originator code.

9. On the E-mail Address Type Validation Form (GTVEMAL), make sure that valid e-mail address type codes have been established for students and faculty members/advisors. These codes are used to populate the *STUEMAIL* and *FACEMAIL* internal codes in the *WEBCAPP* group on GTVSDAX.

   The e-mail addresses for students and faculty members/advisors, associated with the type codes that are active and designated as preferred and for display on the Web on the E-mail Address Form (GOAEMAL), are displayed as a link on the Web. If the student or faculty/advisor does not have an e-mail address on GOAEMAL that is associated with the e-mail address type specified, the link is not displayed.

10. Set up holds for WebCAPP processing.

    (a) Select the **Compliance** checkbox on the Hold Type Validation Code Validation Form (STVHLDD) for any hold types that impact compliance processing.

    (b) Select the **Web Indicator** checkbox on STVHLDD to display the hold on the Web in Student Self-Service.

WebCAPP Rules Form (SMAWCRL)

Use the WebCAPP Rules Form (SMAWCRL) to build rules for WebCAPP evaluation.

To process compliance evaluations from the Web, you must run the Pipe Initialization Process (SFRPINI). For more information, refer to Chapter 7, "Student Records", of the *Student Self-Service User Guide* or to Chapter 7, "Student Information", of the *Faculty and Advisor Self-Service User Guide*.

Main Window

The main window is composed of the Key Block and the Rules block.

Key Block

Use this block to specify the term for which you want to define WebCAPP rules.

Fields	Descriptions
Term Code	Code of the term to which this set of WebCAPP rules applies. Select the Search button for this field to display the Term Code Validation (STVTERM) list. (lookup) List Term Code Validation (STVTERM)

Rule Block

Use this block to define the WebCAPP rules for the term specified in the Key Block.

Fields	Descriptions
The following fields are displayed in the What-If Analysis Display section.	
Major 1 Display Concentration 1	Checkbox used to indicate whether the first concentration code associated with the first major should be displayed for what-if analyses.
Major 1 Display Concentration 2	Checkbox used to indicate whether the second concentration code associated with the first major should be displayed for what-if analyses.
Major 1 Display Concentration 3	Checkbox used to indicate whether the third concentration code associated with the first major should be displayed for what-if analyses.
Major 1 Display Department 1	Checkbox used to indicate whether the department code associated with the first major should be displayed for what-if analyses.
Major 2 Display	Checkbox used to indicate whether the second major should be displayed for what-if analyses.
Major 2 Display Concentration 1	Checkbox used to indicate whether the first concentration code associated with the second major should be displayed for what-if analyses.
Major 2 Display Concentration 2	Checkbox used to indicate whether the second concentration code associated with the second major should be displayed for what-if analyses.
Major 2 Display Concentration 3	Checkbox used to indicate whether the third concentration code associated with the second major should be displayed for what-if analyses.
Major 2 Display Department 2	Checkbox used to indicate whether the department code associated with the second major should be displayed for what-if analyses.
Minor 1	Checkbox used to indicate whether the first minor code should be displayed for what-if analyses.

Fields	Descriptions
Minor 2	Checkbox used to indicate whether the second minor code should be displayed for what-if analyses.

The following fields are displayed in the Evaluation Display section.

Secondary Curriculum	Checkbox used to indicate whether secondary curriculum information is to be used for display and processing.
Print Type	Code of the print type to be used for displaying text on evaluations on the Web. Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list. (lookup) List Compliance Print Code Validation (STVPRNT)
Compliance Type	Code of the compliance type to be used for deriving print codes to display evaluation text on the Web. Select the Search button for this field to display the Compliance Type Validation (STVCPRT) list. (lookup) List Compliance Type Validation (STVCPRT)
Student Email	Code of the e-mail type that must be on a student's record on the E-mail Address Form (GOAEMAL) for the student's e-mail address to be displayed on the Web in Faculty and Advisor Self-Service. Select the Search button for this field to display the E-mail Type Validation (GTVEMAL) list. (lookup) List E-mail Type Validation (GTVEMAL)
Faculty Email	Code of the e-mail type that must be on a faculty member's or advisor's record on the E-mail Address Form (GOAEMAL) for the individual's e-mail address to be displayed on the Web in Faculty and Advisor Self-Service. Select the Search button for this field to display the E-mail Type Validation (GTVEMAL) list. (lookup) List E-mail Type Validation (GTVEMAL)

Fields	Descriptions

The following field is displayed in the Expanded Requirements section.

Print Type — Code of the print type to be used to determine the text to display for educational plan.

Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list.

(lookup)	List	Compliance Print Code Validation (STVPRNT)

The following field is displayed in the Faculty Control section.

In-Progress Override — Checkbox used to indicate whether faculty members or advisors can override the default in-progress course usage setting, which is specified on the Compliance Default Parameters Form (SMADFLT).

The following fields are displayed in the Purge Controls section.

Student Delete — Checkbox used to indicate whether students can delete compliance requests they created via the Web.

Faculty Delete — Checkbox used to indicate whether faculty members and advisors can delete compliance requests they created via the Web.

The following fields are displayed below the Purge Controls section.

User — ID of the user who made the last change.

Activity Date — Date on which the last change was saved.

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Active programs

An active program is a program which is available for students to comply against. If you designate a program as inactive, and try to comply a student against it, you will receive an error and no compliance will occur. You use the Active radio button on the Program Requirements Form (SMAPROG) to designate a program as active. See also *Inactive Programs*.

Area

An area is the second level of the degree audit hierarchy. (A program is the first level.) Typically, areas represent the principle divisions within your program, such as core requirements or electives.

Boolean logic

This consists of “and” and “or” logic being used to determine if the condition is met or not met.

CAPP

The acronym “Curriculum, Advising and Program Planning,” part of the Banner Student System. This module helps you track a student’s progress toward a degree, certificate or award.

Captive

Term used to describe programs. When you designate a program as “captive,” all of that program’s attached areas will be used to process a student’s compliance and no additional areas will be used from the area library. Dynamic processing can never occur on a program designated as captive.

Compliance process

The process by which you check a student’s progress toward a degree, certificate, or award. When you run the compliance process, CAPP checks the program information you have defined against the student’s record and generates a report. This report details whether or not the student has completed the requirements of the program and why,

Connectors

"And," "or," and "none" are the three types of connectors used in the CAPP module. These connectors are used when defining your detail requirements for programs, areas, and groups. They allow you to very specifically define such combinations as the number of credits *and/or* courses required. See “Connectors” on page 2-1 for more information about connectors.

Course year limit

The oldest any course can be to be considered for use in a program, area, or group. When you run compliance, the evaluation term you enter will be used in conjunction with the value in the **Course Year Limit** field to determine how far back to go in a student’s academic history.

Curriculum

The programs you offer at your institution are what constitute your curriculum. These include such basics as level, degree, major, and concentration.

Curriculum rules

Rules that govern how CAPP should handle your curriculum and degree audit data. You define your curriculum rules on the Curriculum Rules Form (SOACURR).

Degree audit

The process of tracking a student’s progress to a degree, certificate, or award.

Dynamic compliance

An optional process in CAPP that allows you to have CAPP dynamically select those areas and groups needed to fulfill your program. When you want to use dynamic compliance, you can set up rules and restrictions to govern the process.

Group

A group is the third level of your degree audit hierarchy. (A program is the first level, and an area is the second.) Groups are optional and are attached to areas. Typically, you use groups to "house" similar sets of courses, such as Humanities or Social Sciences.

Inactive programs

A program that you do not want to be available for use.

Libraries

A central location where all area and group information is stored. A separate library exists for areas (SMAALIB) and for groups (SMAGLIB).

Non-course year limit

The oldest any non-course item be to be considered for use in a program, area, or group, similar to course year limit. Non-courses can be attributes such as senior papers and art portfolios.

Program

The first level of your degree audit hierarchy. A program is always the goal that a student is aiming for, be it a degree, award, or certificate.

Program rules

For every program that exists in CAPP, a rule must first exist. These rules govern the behavior of each program. You define these rules on the Program Definition Rules Form (SMAPRLE).

Requirements

The detailed specifics of what programs, areas, and groups encompass. *Requirements* can be things such as the specific grades allowed, maximum number of courses, and minimum GPAs.

Set

Sets are used in rule processing to determine conditions. A change in set will cause a new condition to begin. See “Sets and Subsets” on page 2-10 for more information about sets and subsets.

Sub-list

A list of possibilities with different subset/list codes constituting sub-lists. The umbrella requirements must be satisfied from one sub-list and one sub-list alone.

Subset

Subsets are used in rule processing to control detail processing. Per-condition information requires list processing, and without per condition information, processing will occur using Boolean logic. See “Sets and Subsets” on page 2-10 for more information about sets and subsets.

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